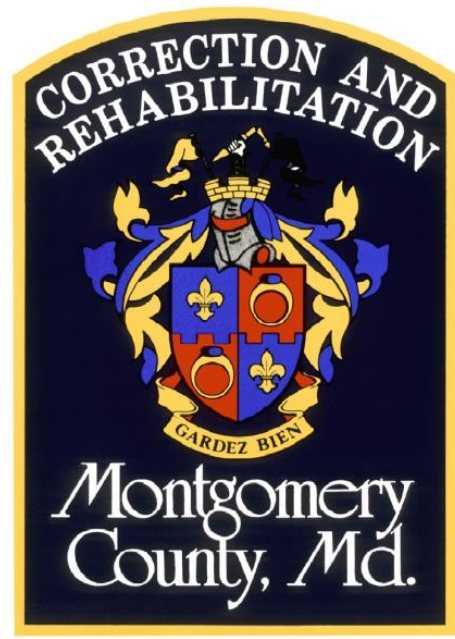


MONTGOMERY COUNTY  
DEPARTMENT OF  
CORRECTION AND REHABILITATION



**INMATE**  
**GUIDEBOOK**

REVISED 2022

# MEMORANDUM

**TO:** Inmates of the Montgomery County Department of Correction and Rehabilitation  
**FROM:** Director Angela Talley, Montgomery County Department of Correction and Rehabilitation

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The mission of the Department of Correction and Rehabilitation is two-fold:

1. To provide for the safekeeping, care, and custody of those persons committed to the Department.
2. To assist individuals detained by the Department in achieving a successful reintegration to the community.

This *Inmate Guidebook* will explain what is expected of each person during detention and what to expect from Department of Correction and Rehabilitation staff. In addition, this book should assist each person in his or her adjustment to incarceration in either the Montgomery County Detention Center (MCDC) or the Montgomery County Correctional Facility (MCCF). Some rules contained in this *Inmate Guidebook* are specific to MCCF or to MCDC only.

Whenever people are required to live together as members of a community, certain regulations and restrictions must be adopted and accepted by all to maintain safety, security, and orderly operations. Inmates are required to obey all directives and rules contained in this *Inmate Guidebook*. Not every situation and rule can be outlined specifically because no manual would be big enough. Therefore, common sense and adherence to orders given by staff are the keys to success. Inmates should ask correctional staff questions to be clear on facility expectations, processes, and rules.

Adherence to the rules and willingness to display a proper attitude will be important factors considered by the Court, for consideration of facility program participation, or for release on parole. Inmates who follow the *Inmate Guidebook* rules, cooperate with established programs, and comply with regulations, may receive a favorable institutional court report and/or will complete his/her sentence to this Department in the shortest possible time. Failure to comply may result in disciplinary proceedings with loss of earned Good Conduct Time and further court action, which could result in prolonged confinement. Other disciplinary action may be initiated for rule violations as outlined this *Inmate Guidebook*.

The Department has a zero-tolerance policy for sexual harassment/misconduct and any other criminal conduct. No inmate is discriminated against based on race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental handicap, or belief.

The Montgomery County Detention Center and the Montgomery County Correctional Facility are tobacco-free institutions in accordance with County code.

Criminal charges will be pursued with law enforcement officials for any behaviors that violate any criminal laws.

**Please Note:** Extraordinary or emergency circumstances may arise which may require an adjustment to the facility rules and procedures identified in this *Inmate Guidebook*. If that happens, the Department staff will provide notification of any change to the rules and/or procedures as well as notification when the facility resumes normal practice. Facility operations are subject to change at any time given safety, security, or other administrative considerations deemed necessary.

## ***Department Website***

<https://www.montgomerycountymd.gov/cor>

### **DETENTION SERVICES DIVISION**



#### ***Montgomery County Detention Center***

1307 Seven Locks Road Rockville, Maryland 20854  
(240) 777-9960



#### ***Montgomery County Correctional Facility***

22880 Whelan Lane Boyds, Maryland 20841  
(240) 773-9700

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## **ADMISSION AND ORIENTATION**

**CUSTODY STATUS** All persons legally confined to the Montgomery County Department of Correction and Rehabilitation will be held in custody until ordered released by the Courts of the State of Maryland, the Montgomery County Department of Correction and Rehabilitation, or any other jurisdiction by which he/she is confined (i.e., Federal Government, State Division of Correction). No inmate is discriminated against based on race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental handicap, or belief. Any inmate who feels that he/she is being discriminated against may file a grievance with the Warden or to the Department Director and pursue this action to a final resolution.

Upon being placed in the custody of the Montgomery County Department of Correction and Rehabilitation, inmates first enter the Montgomery County Detention Center ("MCDC"). This process begins in the Central Processing Unit ("CPU") when detainees are seen by a Commissioner. If inmates remain in the Department's custody after initial court appearances, arrangements will be made for transfer to the Montgomery County Correctional Facility ("MCCF"). When arriving at MCDC, inmates are processed into the facility. This means inmates are assigned an institutional identification number, photographed, showered, searched, and put through a Full Body X-Ray Scanner to detect any hidden contraband prior to being placed in an Intake Housing area.

Inmate personal possessions, valuables, and money are removed and will be held for safekeeping at MCDC; a receipt is given for all items. **The Department's liability for stored personal property is limited to \$200.00.** If an inmate has property valued at more than this amount, inmates are advised to release their property to an outside person as soon as possible. The Department will not be responsible for any personal items (e.g., religious medallion on a chain, traditional wedding bands, glasses, shoes) which are kept by an inmate in the facility.

Inmates are allowed to make one telephone call to each of the following:

- A. To a family member or a friend
- B. To your attorney
- C. To a bondsperson\*

**\*Inmates should not solicit business for any bondsperson. Inmates caught doing so will be charged with an institutional infraction.**

**ADMISSION INTO MCDC AND COURT PROCESSES** Inmates are issued institutional clothing to include a pair of institutional shoes, bedding, two (2) towels, and a hygiene kit by the correctional staff. Medical staff will evaluate each new inmate within twenty-four (24) hours of admission into custody. After initial processing, inmates are placed in an Intake housing unit. Inmates are assigned to an Inmate Services Case Manager who will complete an intake interview and who can assist with any questions and needs. If the case management intake is not completed at MCDC, it will be completed upon transfer to MCCF. MCDC is considered an intake facility and inmates are not intended to be held at MCDC for an extended period of time. Given this temporary time at MCDC, there is no inmate visiting, outside recreation, or commissary purchase for inmates while incarcerated at MCDC upon admission to custody.

If an inmate arrives at MCDC as a pretrial detainee and is pending charges, a Pre-Trial Assessment staff member will complete an interview to collect information that may assist in the Court considering an inmate's release from custody. While on pre-trial status, inmates may also be interviewed by the Office of the Public Defender to establish eligibility to be represented by a Public Defender. Both Public Defenders and private attorneys retained to represent inmates at MCDC have access to meet with inmates at MCDC.

Following these initial processes, arrangements will be made for inmates to transfer to MCCF as soon as possible. Only the property in an inmate's cell that fits into a personal property bag will be transported with them to MCCF, all other property will remain at MCDC in secure storage. Upon some circumstances, an inmate may be quickly transferred to MCCF based on priority needs or special management status.

**TRANSFER TO MCCF** Upon arrival at MCCF, inmates are strip-searched by Correctional Officers prior to being placed in a housing cell assignment. Inmates are issued institutional bedding, two (2) towels, property bag, an inmate radio with batteries, and a new hygiene kit. Other personal items are available to purchase from the Inmate Commissary menu.

**INMATE RELEASE FROM CUSTODY** All inmates are released from custody to the community from MCDC. Inmates at MCCF will be transported to MCDC for release or if transferring to another jurisdiction then may be picked up for transfer from MCCF. The Records section will run a warrant/detainer check before release. If there are no other pending matters the inmate will be processed out of custody. The inmate will receive a debit card with their account balance and all of their property that was stored at MCDC.

Property expected to be returned at time of release includes any county issued property including but not limited to institutional bedding, DOCR issued shoes, jumpsuit, inmate radio, facility library books, any religious texts that are property of MCDOCR, prayer rugs, and property bag.

Please note that following a release, any property an inmate had at MCCF will not be available for pick up until the next business day as it takes time for any property at MCCF to be forwarded and brought to MCDC for pick up. Released inmates have thirty days (30) to pick up their property in person or via an agent with a signed and notarized letter of authorization. At the end of thirty (30) days, unclaimed property will be considered abandoned and will be discarded.

Release of personal property to a community member should be done if the released inmate is unable to pick up property directly or if the released inmate is being transferred to another institution. A DCA 14A Property Release Form needs to be completed by the inmate. The DCA 14A will remain on file for 10 days so it is important to have someone pick up property from MCDC as soon as possible.

If the address provided by an inmate to MCDC upon intake into custody is no longer current or if there is another change of address, inmates should notify their facility Case Manager immediately. It is important that the Department has a valid address on record so that any important medical or legal information received might be forwarded after

release if necessary. **The Department cannot accept responsibility of any type for any failure to forward important information or items in the absence of a correct and valid mailing address.**

**RELEASES FROM COURT** On some occasions the Judge may release an inmate from custody directly from a proceeding at the courthouse. Assistance in transportation to MCDC (1307 Seven Locks Road) is available upon request and free of charge as a taxi voucher provided by the Office of the Public Defender at the courthouse. This taxi voucher provides transportation only back to MCDC in order to collect any property, money, clothing, and any medication which might be provided by the Department. Walking from the courthouse to MCDC is not recommended as it is a long and unsafe route. Upon arriving to MCDC, speak with the Front Desk Officer to obtain property items. If additional transportation is needed, an additional voucher is available from the Front Desk Officer to a nearby Metro Station transit center.

**BOND PROCESS** Inmates may receive a set of bond conditions to be met for release when they are seen by the Commissioner at MCDC. If the inmate is not able to meet those bond conditions, they will be seen by a Judge the next business day. Once the Inmate has gone before the Judge, the Commissioner's bond conditions are no longer in place and the bond conditions set by the Judge need to be met for release instead. These conditions may include an address verification (to Pre-Trial or the Commissioner's office) and/or a money bond. If an Inmate needs to provide an address verification through Pre-Trial, the homeowner/lease holder of the address where they will live needs to contact the Pre-Trial Assessment Unit to complete the address verification. If an Inmate needs to provide an address verification through the Commissioner's office the person that they are going to live with needs to appear in person at a Commissioner's office in Montgomery County to complete the address verification process. If an inmate has the necessary funds in their inmate account to pay their money bond, they can submit a Money Request form in the amount of the bond. The Money request needs to be made out to the 6<sup>th</sup> District Court of Maryland and, in the memo section, the Inmate must include the case number associated with the bond. If a pretrial inmate meets all their bond conditions, the Records Department will arrange for the inmate to be transferred to MCDC for release. This may take several hours for transportation and processing to be completed.

**REPORTING FOR PRETRIAL SERVICES, PAROLE AND PROBATION** If an inmate is placed on pretrial supervision, they are expected to report to the Pre-Trial supervision office the next business day. The Pre-Trial Supervision Offices are located at the Pre-Release Center at 11651 Nebel Street Rockville, MD 20852. The main phone number is (240) 777-5400.

If an inmate is placed on parole or probation, they need to report as scheduled to the Probation intake office on the next business day unless another date is ordered in court documents. The Parole and Probation Intake Office is located at 191 E. Jefferson St. Rm. 127, Rockville, MD 20850. The main phone number is (301) 563-8715.

**COURT APPEARANCES** All court appearances are mandatory unless a defendant's presence is lawfully waived and approved by the Court. Inmates will be transported to Court as scheduled for proceedings in Montgomery County or other jurisdictions unless remote proceedings are coordinated upon request by the Court.

**WRIT REQUESTS TO ANOTHER JURISDICTION** Inmates may request to be considered for a writ for transport to another jurisdiction to resolve an open case/pending charges. The inmate should submit a DCA-6 form to the

Records department for review. The Records department will determine if the inmate is eligible for a writ using the criteria listed below. The Inmates can also file for a writ directly with the other jurisdiction. If an inmate wants to file a writ, they should request a Notice of Current Incarceration form and a DCA-624 Release letter from their case manager. The inmate would need to complete the Notice of Current Incarceration form and attach the DCA 624 Release letter and mail it to the other jurisdiction. Inmates may also contact their attorney in the other jurisdiction and ask them to file a court motion to have them transported to address the case.

**INTERSTATE AGREEMENT ON DETAINERS (IAD) is an agreement between two states** or between Federal and State jurisdictions. If an Inmate has a detainer or bench warrant in another state or in the Federal prison system, the inmate may be eligible to file for an **Interstate Agreement on Detainers (IAD)**. This act applies **ONLY** to inmates who meet **ALL** of the following criteria: the inmate has a matter in another state or in the Federal system, and the inmate has at least 180 days remaining on their sentence, the inmate has no open cases for which they are committed in Montgomery County or other Maryland jurisdictions, and the inmate is fully sentenced in Montgomery County. This act does **NOT** apply to the following detainer types: Failure to Appear for Sentencing, Sentencing, Contempt of Court, and Violation of Probation/Parole. **If the inmate meets the above criteria and wants to file for an IAD, the inmate must submit a DCA 6 request to the MCDOCR Records Section. If the inmate does not meet the criteria, the inmate must wait until they are able to meet the above criteria (for example wait until the inmate is sentenced).** If the inmate is sentenced to fewer than 180 days, the inmate's detainer or warrant in another state will be treated like any other detainer and will be dealt with at the end of their sentence. If the charge is a violation of probation or parole, or any of the other detainer types that are not eligible for the IAD, it will be handled after the inmate serves their time.

**INTRASTATE AGREEMENT ON DETAINERS (IDA) is for detainees and court dates within Maryland.** If the inmate has a detainer or bench warrant in another county in Maryland, the inmate may be eligible to file for an Intrastate Agreement under the Intrastate Detainer Act (IDA). This act applies **ONLY** to inmates who meet **ALL** of the following criteria: the inmate has a matter in another Maryland county, the inmate has at least 120 days remaining on their sentence, the inmate has no open cases for which they are committed in Montgomery County, and the inmate is fully sentenced in Montgomery County. To file for an IDA, submit a DCA 6 request to the MCDOCR Records Section. **This act does NOT apply to the following detainer types: Failure to Appear for Sentencing, Sentencing, Contempt of Court and Violation of Probation/Parole.** If the inmate does not meet the above criteria, the inmate can use one of the two template letters available from their Case Manager. The inmate is responsible for filling out the template letter with the required information and mailing it to the other county. The inmate can also ask their attorney in the other jurisdiction to file a motion to have them transported for the case.

**SPECIAL RELEASE REQUESTS** Requests for compassionate or emergency releases in cases of death or serious illness of someone in an inmate's immediate family can be authorized as follows:

- A. If an inmate is sentenced to the Montgomery County Department of Correction and Rehabilitation, without pending charges or detainer(s), the sentencing judge(s) may approve a release upon request.
- B. For an inmate in another status of incarceration, only the appropriate Court personnel may approve such a release.

- C. In these cases, the release action must be arranged by the inmate's lawyer and if approved, Inmates will be transported by the Sheriff's Department.

## **FACILITY CUSTODY AND SECURITY**

To ensure the safekeeping and custody of all persons committed to the Montgomery County Detention Center ("MCDC") or the Montgomery County Correctional Facility ("MCCF"), several security measures are continuously in effect. Cooperation is required so that the correctional staff may perform their tasks without being hampered by interference and/or delaying tactics by inmates.

**STAFFING POLICY** This statement is provided as notice that it is the policy of the Montgomery County Department of Correction and Rehabilitation ("MCDOCR") for both male and female correctional staff to work all post assignments in their facilities, including those posts located in and around male and female housing pods. All inmates, male and female, are responsible for remaining properly dressed at all times when outside of their cells. Staff of the opposite gender as those assigned to a housing unit are required by PREA Standard 115.15D to announce their entry and presence in the area.

**COUNTS** Scheduled counts to verify the presence of inmates are made daily. Unscheduled counts are also made. Scheduled counts are announced on the public address system, except during sleeping hours.

Inmates must follow all instructions and directives given by Correctional Officers and staff at all times. The housing pod televisions and telephones will be turned off fifteen (15) minutes prior to the count; and inmates will be placed on lock-in for the count, as directed by staff. Inmates must be on their beds for the institutional count.

**Failure to cooperate during an institutional count is a serious disciplinary infraction and will be dealt with in accordance with the Inmate Conduct and Discipline Section of this guidebook. Inmates may be removed from the housing unit to a segregation unit pending further action.**

**LOCK DOWN** For the purposes of staff training, maintenance repairs, safety concerns, or emergency situations, some or all inmates may be subject to confinement and be locked in their cells for unspecified periods of time. Lock down schedules may vary among the individual living areas and are based on specific circumstances at hand.

**INTERNAL MOVEMENT** Failure to report to your assigned area; or being in an unauthorized area will result in disciplinary action. Talking in the hallway during movement is not allowed. All movement is single file and on the right-hand side of the hallway.

- A. Inmate ID Band: Inmates are expected to have possession of the ID Band issued to them and inmates must wear it at all times on the wrist with the photo on the ID visible to staff. The ID band is considered the property of the Montgomery County Department of Correction and Rehabilitation. This band should reflect the actual name under which Inmates are booked into this facility, regardless of whether or not it is an alias. Inmates are required to show their ID Band to any staff member when requested. Failure to do so is grounds for disciplinary action. In all situations involving facility counts or security responses, meal services, delivery of commissary

items, and receiving medication, inmates must show their ID Band to staff for positive identification. Altering, defacing, or loss of an issued ID Band may result in disciplinary action. A replacement ID Band will be issued at the inmate's expense if it is lost or damaged. An inmate is not allowed to participate in a facility program or visitation without a proper ID band on their wrist.

- B. Inmate Passes: Any time MCCF inmates are involved in movement out of the assigned housing unit, inmates are required to have an inmate pass which is issued by a staff member. Inmates must present the pass to any staff member who requests to see it. Being in an area without a pass, altering a pass, or being in an area other than where the pass authorizes are all grounds for disciplinary action.

## **SEARCHES**

- A. Strip Search: Inmates are subject to a strip search at any time upon determination of probable cause or reasonable suspicion that inmates are in possession of contraband or may possess items which are a threat to institutional safety and security. All inmate workers are subject to be strip searched. In addition, inmates will be subject to a strip search upon returning to the institution following any outside activity or transportation. Inmates will also be subject to a strip search upon being placed in a Special Management housing area. This strip search consists of the removal of all of the inmate's clothing items, at which point the Correctional Officer conducts a visual search of the inmate's person.
- B. Frisk Search: Inmates are subject to a frisk search at any time upon the order of a correctional staff member. This search consists of the Correctional Officer physically "patting down" the inmate's person, while the inmate is fully clothed.
- C. Cell Search: Inmate cells or other living areas are subject to a search at the discretion of any correctional staff member. Inmates do not have to be present for cell or property to be searched.
- D. Full Body X-ray Scanner: Inmates will be subject to being scanned with the Full Body X-ray Scanner when inmates are first arrested and brought to the MCDC facility to help detect and control contraband. Inmates will be subject to a full search process every time an inmate exits and re-enters the facility.

**URINALYSIS AND BREATH ANALYSIS** Inmates are subject to submit to urinalysis and/or breath analysis as required by correctional staff when there is reason to believe an inmate may be using alcohol and/or drugs. All inmate workers are subject to urinalysis upon request. Inmates failing to comply with this request are subject to disciplinary action and removal from their work assignment.

**SHAKEDOWN INSPECTIONS** Periodic and unannounced searches of housing areas will be made to search for and confiscate contraband (weapons, drugs, paraphernalia, cigarettes, etc.). Other unauthorized items may also be confiscated and disposed of (i.e. altered clothes, extra linens, extra jumpsuits, etc.). This is for the safety of both the correctional staff and inmates. Failure to cooperate during a shakedown is a violation of institutional rules. Possession of contraband and excess personal property may be grounds for disciplinary action and confiscation.

**CELL LOCK-IN** Inmates may be temporarily placed on cell lock-in at any time at the discretion of any correctional staff.

**LOSS OF PRIVILEGES** Privileges may be lost as a result of rule infractions, misconduct of inmates, if an individual is on suicide precautions, or placed on a special handling plan to ensure his/her safety and well-being. These losses may include telephone calls, television, radio, commissary, family visiting, recreation, participation in any group activity,

and work. Privileges may be lost if an inmate is classified as a security risk. Inmates have the option not to participate in institutional programs, except for court-ordered programs, or, if sentenced, when ordered by the administration to perform a work detail.

**DISORDER** If a disorder occurs and an inmate is not involved, he/she will be given the opportunity to leave the area peacefully. Personal items may be removed by the inmate at that time, if the situation permits. If an inmate participates in a disorder and personal property is destroyed or misplaced, it will not be replaced by the MCDOCR.

**DISTURBANCE IN POD** In the case of a disturbance in the pod (i.e., fight) all inmates not involved will immediately lock-in their cells. If the cell is locked, all inmates must lie belly down on the floor by their cells, arms extended, palms up. Any inmate not locking in during a disturbance will be subject to disciplinary action.

**FILMING OF A DISORDER** A video camera is used to film the actions of inmates involved in a disorder. This film may be used as evidence to support administrative procedures and criminal charges.

**USE OF FORCE** Use of force against an inmate is authorized when a correctional staff member reasonably believes such force is necessary to accomplish any of the following objectives:

- A. protection of self or others.
- B. protection of property from damage or destruction;
- C. prevention of an escape;
- D. recapture of an escapee;
- E. prevention of a criminal act;
- F. effect compliance with the rules and regulations when other methods of control are ineffective or insufficient; and/or
- G. protection of the individual from self-inflicted harm.

Deadly Force is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed. Although it is commonly associated with firearms, deadly force could include the use of riot batons, other emergency equipment, or unarmed self-defense techniques. Deadly force is only used under one or more of the following circumstances to prevent or facilitate:

- A. self-defense;
- B. serious offenses against others;
- C. protection of property from damage or destruction (deadly force may be used to prevent death or serious bodily injury caused by damaged or destroyed property);
- D. escapes and recapture of an inmate.

**EMERGENCY EVACUATION** If an emergency situation occurs, such as fire or natural disaster, inmates may be required to evacuate the housing area. In addition, inmates will be required to evacuate the housing area during a fire drill. In either event, evacuations should be conducted in a quiet and orderly manner as directed by staff. Fire exit routes are displayed throughout each institution.

## **EMERGENCY EVENTS**

- A. In the event of a medical emergency (seizure, severe drug withdrawal, suicide attempt, illness, fire, injury, etc.), inmates in the housing pod should alert a correctional staff member to the situation as soon as possible.
- B. Evacuation and other Emergencies: The facilities have emergency plans for fire, natural disaster, civil defense, power outage, and other such emergency situations. Generally, Inmates will be called upon to either evacuate their area or to seek a safer, more secure location. Inmates should familiarize themselves with the posted evacuation routes, so that Inmates will know how to react in an emergency requiring evacuation. If an evacuation is necessary, inmates should quickly and quietly assemble in a single line near the exit indicated by the staff and follow instructions in an orderly manner until they arrive at the proper evacuation site. Evacuation drills will be held periodically to help familiarize inmates with the evacuation procedures.
- C. In a natural disaster (tornado, high winds, earthquake, etc.) or civil defense emergency, evacuation may be necessary. The staff will direct inmates to the safest, most secure part of their area. Generally, Inmates will want to stay away from windows or doorways. Inmates may be directed to take their mattress and bedding materials with them. Inmates must close the door to their cell/room upon leaving. It is important that inmates follow the exact directions of staff, who have been trained in these emergencies.

## **FACILITY AND HOUSING POD ROUTINES**

**GENERAL EXPECTATIONS** Personal hygiene and clean and orderly living areas are necessary for the health and safety of all. Inmates are expected to shower daily and keep a neat and clean appearance. Soap is issued to each inmate and razors are available through the commissary process in most housing units (except for Special Management Areas). Kitchen workers are required to shower daily before reporting to work.

While it is not the policy of MCDL/MCCF to dictate hair and beard styles and lengths, we must insist that all hair is kept neat and clean. To reduce the risk of disease, housing areas and all corridors must be kept clean. Cooperation and assistance in maintaining an orderly living area are essential to the health and welfare of all inmates.

The housing areas and individual cells must be cleaned daily, and beds must be neatly made by 8:00 a.m. Cleaning equipment to sweep, mop, and clean the areas will be provided. Inmates shall remain on their beds at all times when Correctional staff enter their room for daily cell inspections. The exception is the Warden's Inspection, when the inmates will be instructed to stand outside their cells with their assigned radios. Television, newspapers, and recreation privileges may be withheld if inmates fail to comply with housing pod regulations. Headsets/radios must be played at a moderate level. After 10:00 p.m., headsets/radios must be kept at a very low volume, and may be confiscated if played loudly after lock-in. Any inmate housed in a medical dorm shall be required to remain on their bunk from 10:00pm until breakfast time daily. Inmates in these areas may only leave their bunks to use the restroom during these hours. No posters or pictures will be placed on the bunks, cell walls, or doors. No objects shall cover the cell window, nor shall objects be placed on the window ledge or attached



to the frame of the window. Do not tamper with or hang anything from the sprinkler head. No clothing or towels shall be hung in the day area. During all lock-down periods, noise should be kept to a minimum. Inmates will have access to shower facilities daily, unless security considerations warrant otherwise. Correctional Officers will make frequent checks of each housing pod. These patrols are for security and the protection of all inmates. Do not delay an officer during his/her rounds. MCDC and MCCF are smoke-free institutions.

**REQUEST FOR ASSISTANCE** Use of the "Officer Call" button in each room is limited to emergencies. Misuse of this system will not be tolerated and may result in disciplinary action being taken.

**COURT** Inmates scheduled for court will be moved to the holding area in Inmate Processing immediately following breakfast and at other times as necessary. Inmates should pack all of their personal property in their issued bag and follow staff orders for storing the property while the inmate is out to court. Any property not packed by the inmate before leaving may be disposed of by staff and it will not be replaced by the MCDOCR.

**RECREATION** Recreation schedules are posted in the housing pods. Recreation areas are available on each pod and this out of cell time is also when phone calls, showers, and other needs can be addressed. Your access to these areas will be determined by where Inmates are housed and if there are any restrictions in place (Special management areas/CIU level one inmates). No smoking, eating, drinking, or spitting is allowed in the recreation area. Appropriate clothing (shorts and shirt or your jumpsuit) and shoes are to be worn at all times. Any misuse of recreation equipment (or inappropriate behavior, such as violating the behavioral code as posted in the recreation areas) is prohibited and may result in disciplinary action being taken.

**TELEVISION** Most housing pods have two televisions for inmates to watch and/or listen to. At any time one television is expected to be set to a English language channel and the other television set to a Spanish language channel. There are a variety of channels to choose from.

**LAUNDRY** schedules are posted in the housing pods. Institutional blankets and jumpsuits are washed and exchanged on a regular basis. At no time will you be allowed to wash County property in the housing area. Inmates, except for some of the female population, segregation, medical, and Mental Health Unit, are responsible for washing their own personal laundry. The institution is not responsible for lost or damaged clothing. Any altered/ripped blanket or jumpsuit will result in disciplinary action and possible restitution. Clotheslines of any kind are not permitted in cells. The destruction of County property (blankets, etc.) to make a clothesline is strictly prohibited. Restitution will be sought should this occur.

**BEDDING** Upon admission to MCDOCR, Inmates will be issued blankets for bedding. Inmates are responsible for the care and upkeep of this bedding and must return it at the time of your release. Inmates should sanitize all mattresses upon issue to them, prior to use. Cleaning materials are readily available.

**DRESS CODE** You must wear your institutional jumpsuit whenever outside of your cell or in the day area. Whenever you leave your housing area Inmates are not allowed to wear sweatpants and/or sweatshirts underneath your jumpsuit. Inmates are responsible for maintaining all clothing (including institutional jumpsuits) free of writing/graffiti. Any altered clothing shall be confiscated. Those found in violation may be charged with damage

to County property. Approved religious headwear may be worn in inmate cells, day areas, and during religious programs. Headwear may not be worn in facility hallways. Approved attire may be worn in recreation areas. Institutional jumpsuits, when worn, must not be too tight or baggy, and collars should be down. All buttons on the jumpsuit must be fastened. The legs of the jumpsuit shall not be rolled up to expose socks or inmate's legs.

**TRASH/RECYCLING MATERIALS** MCDC and MCCF are recycling facilities. All inmates are required to actively participate in the recycling program by placing recycling materials in the appropriate bins in their respective housing pods. Failure to do so may result in a suspension of privileges. Plastic containers and mixed papers should be placed in the proper bins in the housing areas. Place trash in the containers provided. Trash and recycling will be removed from living quarters daily.

**DO NOT FLUSH ANYTHING DOWN THE TOILET EXCEPT FOR TOILET PAPER.**  
**VIOLATORS WILL BE SUBJECT TO A DISCIPLINARY HEARING AND POTENTIAL REIMBURSEMENT OF REPAIR COST IF THEY FAIL TO COMPLY.**

**GENERAL SUPPLIES** General Supplies of toilet paper and additional body soap is stocked and made available in storage closets in each housing unit. Inmates may request these items as needed, from the Officers working the units.

**WINDOWS, DESKS, VENTS, BUNKS AND WALLS** Pictures, posters, or papers are not permitted on any walls or windows of the cells or activity areas. Drawing or writing on County property is strictly prohibited. Placing items on window ledges is forbidden. Do not obstruct the view of your cell walls/windows in any fashion. One authorized religious book (Bible, Quran, etc.) per occupant will be the only item(s) permitted on the desk. Nothing will be placed in or on the vents.

**CELL LIGHTS AND DOORS** The obstruction of cell lights and doors with paper, cardboard, towels, or other articles is not permitted. All items of this nature will be confiscated.

**CHAIRS** Where applicable, chairs that are placed in housing areas should not be placed in the cells or showers. They are for day room use only.

**GENERAL CONDITION OF CELLS** Each inmate is responsible for the general condition and cleanliness of their cell. Inoperative equipment (sink, toilet, etc.) should be reported to a Correctional Officer immediately. Each inmate will be held responsible for damages or tampering to his/her cell, which was the result of negligence or malicious destruction. Inmates will also be held responsible for contraband found within their cell. Inmates should inspect their cell thoroughly upon moving in and out. Failure to immediately report cell problems to correctional staff may result in the inmate being charged institutionally and criminally if the situation warrants.

**CELL ARRANGEMENT OF PROPERTY** Inmates are expected to maintain their cell and personal property in a neat and orderly fashion as follows:

- A. Hygiene items should be stored neatly on the shelf. No additional items or property should be kept on the shelf.
- B. Shoes are to be placed under the bed neatly.
- C. Commissary items, personal legal papers, mail, clothing items, and stationery items must be stored in your property bag.
- D. The desk should be kept clear on a regular basis, with the exception of one religious book on the desk per occupant.
- E. No personal items are to be on an inmate's bunk or under mattresses – only the mattress and blankets are allowed.
- F. Floors and all areas of the cell should be clean and neat in appearance.
- G. All personal property should be kept in the inmate's property bag, this includes commissary items and all other personal items including books.
- H. The sink/toilet should be clear of all items.
- I. Beds should be neatly made; extra mattresses and blankets will be removed.
- J. No pictures or other items are allowed to be on the walls, door, or underside of the top bunk.
- K. Vents and lights should not be covered.
- L. No towels or blankets should be placed under the doors or anywhere on the floor or toilet.
- M. No items should be in the windowsill or on the window.
- N. Trash cans should be empty.
- O. No excess or leftover food from meals should be kept in your cell.

**DAILY AND WEEKLY FACILITY INSPECTIONS** Inmates are expected to be dressed (in jumpsuit) and ready for daily and weekly inspections by 8:00 a.m. Beds should be made with the blanket on top, property bags are to be placed against the wall and open, and the desk should be clear of all items except one authorized religious book per inmate. Please see the posters in the housing areas and pictures in this Guidebook to see how your cell should look. Inmates will also be required to present your headset/radio at inspection time.

**FACILITY INSPECTIONS** The expectations listed below will be enforced during weekly facility inspections. Please ensure you are prepared in advance and following these expectations:

- A. When the Facility Inspection Team's arrival is announced and the inmate's cell door is opened, the inmate should promptly stand outside of their cell door, be dressed wearing their jumpsuit fully buttoned, wearing their Inmate ID Band on their wrist at all times, holding their inmate radio, and correctly wearing their mask over their mouth/nose.
- B. Inmates must stand outside of their cell door quietly– not talking to others, not on the phone/kiosk, or by the rail.
- C. If an inmate is out for recreation, the inmate will lock in once their cell has been inspected. Once staff has completed Facility Inspection in the inmate's housing area the inmate will be allowed back out to continue recreation.
- D. An inmate's cell must be ready for inspection- review the cell inspection example in the *Inmate Guidebook* and as posted in the housing pod.

- E. Brief questions or concerns may be discussed with staff during the Facility Inspection, but any detailed matters need to be addressed another time or submitted in writing, so the inspection process is not delayed.
- F. **Failure to follow these directives during facility inspection will result in removal of any items in violation from an inmate's cell and the inmate will receive progressive sanctions to include loss of recreation privileges for failing inspection.**

## EXPECTED CELL ARRANGEMENT AND CONDITION

**YOUR BUNK MUST BE MADE UP WITH A SHEET AND BLANKET FROM 8:00AM – 4:00PM DAILY.**  
**BLANKET MUST BE COVERING AT LEAST ¾ OF THE BUNK.**  
**NO OTHER ITEMS MAY BE PLACED ON OR PASTED/TAPED ON THE BUNK OR UNDERNEATH THE MATTRESSES.**  
**NO ITEMS MAY BE WRITTEN ON OR PLACED ON ANY SURFACES OF THE BUNKS, WALLS, OR OTHER AREAS OF THE CELL.**

ONE (1) RELIGIOUS BOOK MAY BE PLACED ON THE CELL TABLE, PER PERSON HOUSED IN THE CELL. NO OTHER PROPERTY IS ALLOWED **ON THE TABLE OR CHAIR.**



PROPERTY BAGS ARE USED FOR THE STORAGE OF ALL PERSONAL PROPERTY.  
 ONLY THE AMOUNT OF PERSONAL PROPERTY THAT FITS IN THESE BAGS MAY BE RETAINED IN THE CELLS. PROPERTY BAGS MUST BE CLOSED AND PLACED UNDERNEATH THE BOTTOM BUNK AT ALL TIMES, WITH THE EXCEPTION OF THE WARDEN'S INSPECTIONS, **WHERE BAGS WILL BE DISPLAYED (AS PICTURED TO THE LEFT).**

**ONLY HYGIENE ITEMS MAY BE STORED ON THE CELL SHELF, IF KEPT NEAT IN APPEARANCE.**  
 TOWELS SHALL BE HUNG FROM SHELF SHOWER HOOKS.



TOILET/SINK COMBO MUST BE FREE AND CLEAR OF ALL DEBRIS.

**CELL VENTS MUST NOT BE COVERED AT ANY TIME.**

TRASH BAGS ARE NOT PERMITTED IN THE CELL TRASH CANS.

# **FACILITY EXPECTATIONS AND INMATE RULES**

## **BEHAVIORAL EXPECTATIONS FOR MCDC/MCCF**

- A. All inmates in the institutions must abide by all rules and regulations as published in the *Inmate Guidebook* and as posted in inmate housing areas.
- B. Inmates are expected to follow all directions of departmental staff.
- C. A high degree of personal hygiene and a clean and orderly living area are required.
- D. Each inmate is held responsible for damages to their living area.
- E. Inmate movement in the hallway will be single file to the right side of the hallway, and no talking is permitted in the hallways.
- F. Loud talking and obscene language are prohibited – anywhere in the facility.
- G. Inmates must honor all restricted areas which are predetermined by staff.
- H. Headsets/radios played at a loud volume are prohibited.
- I. Criminal acts committed while incarcerated are prohibited and may be referred to the Courts for criminal charges

## **RULES FOR INMATE LIVING AREAS AT MCDC/MCCF**

- A. Inmates will report to their cells ten minutes before count time or at all other times as instructed.
- B. Inmates will not sit on the tables/rails—they will sit on chairs and couches only.
- C. Inmates will not put their feet on the furniture/rails/walls/doors.
- D. Inmates will not eat or drink on the couches. Food and drink will only be allowed in cells and on the dayroom tables.
- E. Inmates will not sit, lean, or climb on the railings or officer's station.
- F. Inmates will not enter restricted areas, including, but not limited to the catwalk area located on the upper level of the pods, the officer's desk/console area, fire doors, staff offices, staff restrooms or office areas unless directed to do so by staff.
- G. Inmates will not enter a cell other than the cell they are assigned to.
- H. Inmates will make their beds and ensure their cells are inspection ready (clean) daily by 8:00 a.m. Rooms are to remain clean at all times, and beds are to remain made until 4:00 p.m. daily (night workers will be handled on a case-by-case basis).
- I. Inmates will not cover or place any type of debris in/on cell walls, vents, or windows (including cell door window).
- J. Inmates will be properly dressed at all times.
- K. Inmates will maintain good hygiene practices at all times.
- L. Inmates will not possess tobacco products, matches, contraband, weapons, or drugs.
- M. Inmates must follow lock-in procedures for counts, feeding, and other times as directed by staff.
- N. Inmates who pose behavioral problems and/or violate facility rules will be placed on up to a 48-hour lock-in or will be removed from the pod, pending disciplinary action.
- O. Inmates reporting to CIU may not enter CIU office areas unless escorted by staff to the appropriate offices.
- P. Inmates will report to their cells in the event of an emergency or disturbance. If the cell is locked, the inmate must lie belly down on floor, arms extended, palms up by his/her cell.

- Q. Inmates will not loiter in front of any cell door areas.
- R. Inmates will not enter the entrance/exit sallyport without proper authorization.
- a. Inmates will form a single file line during med pass and allow space for privacy between nurse and individual inmates receiving medications. Inmates must present their inmate ID band to the nurse during med passes.
- S. Inmates will not enter the equipment closet without proper authorization from Pod Officer. Cleaning supplies must not be kept in cells.
- T. Inmates will not take issued or individually purchased headsets/radios into the recreation pods.
- U. Inmates will not wash County issued jumpsuits, towels, blankets, etc. These items will be exchanged according to preset schedules. No more than two inmates may be in the housing pod laundry room at any time, unless otherwise directed by the housing unit officer.
- V. Inmates shall remain on their beds for all institutional counts.
- W. Inmates shall remain on their beds while the Officer is conducting the window/wall check, unless otherwise instructed by an Officer.

**AT ALL TIMES INMATES ARE EXPECTED TO FOLLOW  
ALL WRITTEN AND VERBAL DIRECTIONS FROM CORRECTIONAL STAFF**

## **INMATE CONDUCT AND DISCIPLINE**

The Department of Correction and Rehabilitation has established well-defined inmate disciplinary procedures to ensure the order, security, and safety of MCDC/MCCF. Inmates charged with violations of institutional rules and regulations shall be afforded due process according to the guidelines described below. Inmates must take responsibility for their actions. Restitution may be required from any inmate who injures another inmate or staff/visitor, or who willfully and maliciously destroys, damages, or defaces County property (i.e. writing on walls, intentionally clogging toilets, and damaging institutional clothing, etc.). Any inmate who is housed at MCDC as a worker and is found guilty of a disciplinary infraction (with the exception of those who receive a suspended sentence), will be immediately transferred to MCCF to either serve their time in the disciplinary segregation unit or to be reclassified.

MCDOCR uses canines for contraband control by patrolling and searching all areas within the facilities as well as on Department grounds including the perimeter, tree lines, fence lines, parking lots and roadways. Inmates are not allowed to interfere with, feed, taunt, tease, make or attempt to make contact with, or engage the canine at any time. Any inmate in violation of these directives is subject to disciplinary action.

## **DISCIPLINARY OFFENSES**

### **CATEGORY 100A OFFENSES**

- 101 Murder, attempted murder, or reckless endangerment
- 102 Assault, battery, or the attempt thereof on DOCR staff, canine handler, canine, or other authorized person.
- 103 Rape or any sexual act/conduct involving force, with or without consent, or the attempt thereof
- 104 Escape, attempting or planning escape, or possession of escape paraphernalia
- 105 Arson, attempted arson, or conspiracy to commit arson
- 106 Possession of explosives, ammunition, or incendiary devices or materials which might reasonably be used to make such items
- 107 Inciting, creating, participating in, being involved in any manner, or committing any mutinous act, riot or disturbance
- 108 Accessory to any category 100A offense

### **CATEGORY 100B OFFENSES**

- 109 Assault, battery, or the attempt thereof, or fighting (inmate vs. inmate)
- 110 Making or possession of a gun, firearm, knife, or any other object which has been deemed a weapon by the institution or modified in such a manner that it could be used as a weapon.
- 111 Trafficking, attempting to traffic, possession, manufacture, or consumption of any dangerous substance (not authorized by Medical staff) or any substance which could be used as an intoxicant, or drug paraphernalia
- 112 Theft or possession of stolen property or negotiable (such as checks, credit cards, or currency) with a value of more than \$100.00
- 113 Possessing or wearing a disguise or mask
- 114 Tampering with locking devices and any other County property or tampering with or repositioning/readjusting any restraining device from its original placement.
- 115 Counterfeiting any government document, money, or official papers
- 116 Robbery or attempted robbery, extortion, blackmail, protection, bribery, or obtaining another's property by force or physical threat
- 117 Failure to report physical damage to one's cell caused by another, especially where evidence indicates such damage is related to gang membership/activity
- 118 Introduction of contraband such as (drugs or weapons) into the institution
- 119 Recruitment or the attempt to recruit or promote—related to gang membership/activity/graffiti
- 120 Tattooing, self-mutilation or manufacturing tattoo equipment or possession of such equipment
- 121 Introduction, possession, or use of any unauthorized electronic or communication device or accessory (i.e., cell phone, music devices, chargers, etc..).
- 122 Accessory to any category 100B offense

## CATEGORY 200 OFFENSES

- 201 Physically or verbally threatening another person or canine.
- 202 Indecent exposure or engaging in sexual acts/conduct not involving threat or force
- 203 Misuse, hoarding, or distribution of medications, intoxicants, or other dangerous substances
- 204 Loaning or selling property to another for profit, or selling any item
- 205 Possession of unauthorized County property
- 206 Theft or possession of stolen property or negotiable (such as checks, credit cards, or currency) with a value below \$100.00
- 207 Unauthorized absence from work or assignment, not related to escape
- 208 Failure to cooperate with an institutional count
- 209 Disobeying a written or verbal order from staff
- 210 Willful destruction, misuse, possession of damaged County property, or defacing of County property, to include recreation equipment, inmate ID Bands, and radios/headsets
- 211 Being in an unauthorized area, including entering another inmate's room without permission of staff
- 212 Refusing to work, accept a housing placement, or carry out an institutional assignment
- 213 Violating visiting regulations
- 214 Disorderly conduct or engaging in horseplay
- 215 Filing or giving false statements
- 216 Any violation of facility mail or telephone regulations; and any mail/telephone/harassment and/or criminal activity.
- 217 Exhibition, demonstration, or conveyance of obscenity, insolence, threat, or disrespect in any manner toward any person.
- 218 Inappropriate physical contact between inmates
- 219 Forgery or alteration of official documents
- 220 Possession and/or introduction of contraband or gang-related items into the institution (not identified in Category 100 A or B), or smoking any substance in the institution
- 221 Deliberate and/or continuous failure to follow safety or sanitary regulations
- 222 Contact with security barriers such as fences, gates, cameras, fire doors or repositioning/readjusting any restraining device from its original placement.
- 223 Exhibition, demonstration, or conveyance of any symbol or gesture that may be construed as gang-related behavior or activity
- 224 Transporting, possession, or passing written communication between inmates, be it inside or outside of this facility (without the written permission of the Warden and an outside facility)
- 225 Interfering with, feeding, taunting, teasing, or attempting to make contact with or engage the canine.
- 226 Accessory to any category 200 offense



## **CATEGORY 300 OFFENSES**

- 301 Possession of unauthorized clothing, bedding, or other regulated property
- 302 Bartering or gambling
- 303 Malingering
- 304 Disorderly conduct or engaging in horseplay of a less serious nature
- 305 Failure to follow directions from staff
- 306 Failure to maintain dress code, or failure to display inmate pass or ID Band
- 307 Moving through the facility without an inmate pass or possession of an illegal or forged inmate pass
- 308 Out of bounds
- 309 Failure to maintain sanitary or orderly housing conditions and/or failure to maintain personal hygiene
- 310 Damage or misuse of institutional property to include lights and other objects within the housing area
- 311 Failure to keep cell windows, walls, and vents free of debris or obstruction
- 312 Failure to maintain low noise level, including radio/headset volume
- 313 Failure to properly participate in weekly/daily housing sanitation inspections
- 314 Misuse of intercom system
- 315 Violation of mail or telephone regulations

## **PROCEDURES FOR INMATE NOTIFICATION & ADJUSTMENT COMMITTEE PROCESS**

### **A. Inmate Notification**

1. Under normal circumstances, an inmate is notified within twenty-four (24) hours of an alleged rule infraction.
2. The inmate charged with an alleged rule violation is given a copy of the adjustment report at the time of notification. The adjustment report shall contain a summary statement of the facts involved in the alleged rule violation(s).
3. The inmate is requested to sign the Notice of Infraction (DCA-39). This form provides the category offense number(s) and a brief description of each rule violation, as well as a statement of the inmate's rights at his/her adjustment hearing. The original copy of the DCA-39 is attached to the Adjustment Report and forwarded for Adjustment Committee Action. The inmate is given a copy of the DCA-39 at least twenty-four (24) hours prior to the adjustment hearing.
4. Refusal by the inmate to sign the DCA-39 constitutes a waiver of the inmate's right to attend the adjustment hearing and gives the Adjustment Committee authorization to hold the hearing without the inmate in attendance. If an inmate subsequently returns a signed DCA-39 to the Shift Supervisor, at least twenty-four (24) hours before a scheduled adjustment hearing, the inmate shall be allowed to attend the hearing.
5. When an alleged rule violation is reported that requires an investigation (attempted escape, fire, sexual assault, etc.), the investigation must begin within twenty-four (24) hours. In these cases, the inmate is notified of the pending investigation and given a copy of the Adjustment Report within twenty-four (24) hours after the investigation has been completed.

6. The inmate receives written notice of the estimated date of the adjustment hearing at least twenty-four (24) hours prior to the hearing. This date is noted on the DCA-39. The inmate may consent to a hearing within less than twenty-four (24) hours by initialing the bottom of the Adjustment Report (DCA-71), waiving his or her twenty-four (24)-hour preparation period.
7. Rule violations requiring formal resolutions require a staff member to prepare a disciplinary report and forward it to the Custody and Security Supervisor.

**B. Inmate Adjustment Committee**

1. The Adjustment Committee normally shall meet within 96 hours (excluding weekends and holidays) following notification of charges being given to the inmate. The adjustment hearing may be delayed beyond this 96-hour limit if additional time is needed to conclude an investigation, or if other unusual circumstances exist. Any delay and the reason for such must be recorded. The inmate must be notified in writing of any delay. (Temporary release of an inmate from MCDCC/MCCF constitutes grounds for delay of adjustment proceedings but does not require written notification of the delay to the inmate. The Adjustment Committee should meet within 96 hours of the inmate's return).
  - i. If an inmate is served with a DCA 71 on a Saturday or Sunday, the 96-hour period will begin at 12:01am on Monday morning and expire on Thursday at 11:59pm.
  - ii. If an inmate is served with a DCA 71 during a long weekend, the 96-hour period will begin at 12:01am on the first day that is not a holiday or weekend day (i.e., begins 12:01am on Tuesday if Monday is a holiday and expires 11:59pm on Friday)
  - iii. If an inmate is served on a non-holiday just prior to the weekend, the weekend does not count toward the 96 hours as the 96-hour period is suspended during weekends and holidays (suspended 12:01am Saturday until 11:59pm Sunday/Monday)
2. The inmate has a right to appear before the Adjustment Committee unless; this right is waived in writing, the inmate refused to sign the DCA-39, a verbal or physical refusal is made and witnessed by a staff member not sitting on the Adjustment Committee, or if institutional security or safety would be jeopardized by the presence of the inmate at the hearing. The inmate's refusal to appear before the Committee shall be noted in the record.
3. The inmate should be advised of his/her Miranda rights prior to the hearing, if there are possible criminal charges stemming from the incident for which institutional charges may be lodged. This should be noted on the Adjustment Report by the appropriate Adjustment Committee member and the inmate will be required to place his/her initials in the appropriate space provided indicating their Miranda Rights have been read to them. Refusals to do so will be noted. In the event both criminal and institutional charges are filed, the Adjustment Committee shall still conduct the administrative adjustment hearing.
4. At the time of the hearing, an inmate may act in his/her own behalf, or request to be represented by either a staff member or another inmate. Staff or inmates, however, are under no obligation to comply with such a request. The Director, Warden or Deputy Wardens may not serve as a representative. An inmate does not have a right to representation by an outside party, including legal counsel, as an adjustment hearing is an administrative procedure.
5. During the hearing the inmate has the right to make a statement and present documentary evidence in his/her own behalf. The inmate also has a right to remain silent. The inmate's silence may be used

to draw an adverse inference against the inmate; however, the inmate's silence alone may not be used to support a finding that he/she committed a prohibited act.

6. The inmate shall be given an opportunity to call witnesses in his/her defense, provided institutional security or safety would not be jeopardized. The Chairperson of the Adjustment Committee shall call those witnesses (staff or inmate) who are reasonably available, and who are determined by the Chairperson to be necessary for an accounting of the circumstances surrounding the charge(s). The accused inmate shall not be permitted to directly question the witnesses, in order to reduce the possibility of witness intimidation. The members of the Adjustment Committee shall question the witnesses in private and may include any questions raised by the accused. Witnesses whose testimony would be repetitious or irrelevant need not be called. Unavailable witnesses may be asked to submit written statements; however, there must be good reason for not calling a witness in person. The justification for this action shall be documented on the Adjustment Report. A witness may refuse to take part in the hearing, which must also be documented. An inmate may rescind his/her request for witnesses by initialing the appropriate space provided on the bottom of the DCA-71.
7. The reporting staff member and other adverse witnesses need not be called at the hearing if their knowledge of the incident is adequately summarized in the Adjustment Report or other written material supplied to the committee.
8. Any reasonable inmate request to produce physical and/or documentary evidence at the disciplinary hearing shall be given reasonable consideration by the Adjustment Committee members. Adjustment Committee members cannot simply deny such a request on the grounds that the inmate has no right to demand the physical evidence be produced. The Adjustment Committee may deny requests which are deemed irrelevant to the outcome of the case, impractical to achieve, or pose a threat to institutional security. Requests of this nature shall be dealt with on a case-by-case basis.
9. When, in the judgment of the Chairperson, the inmate presents a clear and present danger to staff and/or other inmates, the hearing may be held in the absence of the inmate, or the Committee may hold the hearing in front of the inmate's cell. The Chairperson shall indicate the reason for this decision in writing on the Adjustment Report.
10. If an inmate attends a hearing, but decides to stop participating during the hearing, the hearing shall proceed to its conclusion. The inmate may stay as long as his/her behavior remains orderly.
11. The Adjustment Committee for the Crisis Intervention Unit (CIU) may include a CIU-Trained Officer.
12. An interpreter will be provided for all inmates who do not speak English.

### C. **Informal Resolution**

The resolution of a minor rule infraction (Category 300) between an inmate and the supervisor of the employee who reports the infraction requires agreement of both parties. Informal resolution is a process that enables appropriate sanctions to be used for Category 300 rule violations. The process is designed to encourage prompt and fair disposition of minor offenses and enable the inmate to avoid the entry of a formal disciplinary action in their record.

Informal resolutions shall be recorded on the Adjustment Report. An informal resolution usually involves a counseling session with the inmate, during which an understanding is reached concerning the incident. Informal resolutions may result in temporary loss of certain privileges (i.e. recreation, commissary, telephone

and visiting) for up to seven (7) days or lock-in for up to 48 hours. If the inmate does not plead guilty and accept the informal resolution or the sanction, the disciplinary report is referred to the Adjustment Committee for formal resolution.

**D. Pre-Hearing Detention**

Pre-Hearing Detention refers to the placement of an inmate in segregation pending a disciplinary hearing for a serious rule violation. This action should only be taken when, in the judgment of the Warden or designee, the continued presence of the inmate in general population would pose a serious threat to the security of the institution, its orderly operation, or the personal safety of staff or inmates. Credit is given for time spent in pre-hearing detention if sanctions are later imposed for a rule infraction(s). Any inmate who remains in pre-hearing detention for a period of seven (7) days or more shall have his/her case reviewed by the Special Classification Review Board.

*NOTE: An inmate in segregation pending a disciplinary hearing will be restricted from all group activities, except visits. Restriction from this activity may occur only in extreme circumstances and under modified operations.*

**E. Written Notification**

A copy of the summarized narrative of the incident (i.e., the back of the DCA-71) shall be forwarded to an inmate found guilty of an infraction within five (5) working days of final approval of the disciplinary action by the Warden or designee. The written notice shall include the Committee's decision, factors relied upon in reaching the decision, and the sanction imposed. Information which poses a threat to the safety or security of an inmate, or the institution may be withheld in the written notification.

**F. Record Filing**

All reports, documents, and notifications of the disciplinary process shall be filed in the inmate's classification file.

**G. Disposition Review**

The Warden or designee either approves or disapproves the written disposition of the Adjustment Committee. Sanctions imposed by the Adjustment Committee, upon review, may also be upheld and approved, or disapproved. If disapproved, a sanction may be reduced in severity but may not be increased. A rehearing may be ordered if new or additional evidence comes to light that was not originally considered by the Adjustment Committee. The Warden or designee may also reverse a guilty finding when it is felt to be in the best interests of justice.

**DISCIPLINARY ACTION TAKEN AND SANCTIONS** A progressive schedule is used by the Adjustment Committee in determining Disciplinary Segregation time and loss of Good Conduct Time for serious rule violations. This is a guide, but exceptions may be made when warranted. This matrix is to be considered a guide when making decisions or assigning sanctions. It is not absolute. The Adjustment Committee retains the right to go outside the established matrix to impose sanctions when it is determined by the Committee that this action is justified. Justification shall be documented in the record.

For CIU inmates the Adjustment Committee will consult with Mental Health staff to determine appropriate restrictions, based upon the inmate's mental status. Restrictions for the program pods are determined after considering program goals and institutional regulations.

#### A. MATRIX CATEGORY GUIDELINES

**GOOD** = Good adjustment history. Inmate has been infraction free for 90 days or more, or throughout present incarceration if confined to the facility for less than 90 days.

**FAIR** = Fair adjustment history. Inmate has been infraction free for at least 60 days but less than 90 days.

**POOR** = Poor adjustment history. Inmate has been infraction free for less than 60 days.

**INFRACTION** = A guilty finding for any category of rule violation.

#### B. DISCIPLINARY SANCTION MATRIX

	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Category 100A</b>			
Good Conduct Time	30-40	40-50	50-60
Restrictions	30-40	40-50	50-60
<b>Category 100B</b>			
Good Conduct Time	10-20	20-30	30-45
Restrictions	10-20	20-30	30-45
<b>Category 200</b>			
Good Conduct Time	0-10	10-20	20-30
Restrictions	0-10	10-20	20-30

## C. DEFINITIONS OF DISCIPLINARY SANCTIONS

### 1. CELL LOCK-IN/CONFINEMENT – Category 300 Offense

- A hearing officer (Sgt. or above) may impose cell confinement for up to 48 hours as a penalty for violation of a Category 300 offense.
- During the hours of confinement, the inmate may not leave the inmate's room without specific permission from the on-duty housing officer or higher authority.
- Recreation privileges including leisure activities outside the cell shall be suspended during the hours of confinement.
- Inmates may participate in regularly scheduled programs and services (inside and outside the housing area), to include work assignments, educational and vocational programs, and family/professional visits.
- Inmates will not be allowed the use of inmate telephones during the hours of confinement. Legal and professional calls will be handled on a case-by-case basis.
- Inmates will not be allowed to eat meals in the dayroom during the hours of confinement.
- Inmates may order and/or receive commissary during the hours of confinement.
- Inmates may shower, once per day, after the pod has locked in for the night.
- Inmates may retain their radio/headsets during the hours of confinement, but the Warden retains the right to remove any or all electronic equipment from an inmate, if determined to be appropriate.

### 2. LOSS OF PRIVILEGE(S) - Category 300 Offense

The adjustment committee or a hearing officer (Sgt. or above) may impose the loss of up to three, but not all, of the below listed privileges as a penalty for violation of a Category 300 offense. The privilege lost may include:

- LOSS OF RECREATION (up to seven days)
- LOSS OF FAMILY VISITING (up to seven days)
- LOSS OF COMMISSARY (up to seven days)
- LOSS OF INMATE TELEPHONE USE (up to seven days)

### 3. FULL RESTRICTIONS – Category 100 or 200 Offense

The Adjustment Committee may impose the loss of all privileges as a penalty for violation of a Category 100 or 200 offense. The number of days for loss of a privilege will be determined using the disciplinary sanction matrix. Privileges lost include:

- LOSS OF RECREATION
- LOSS OF FAMILY VISITING
- LOSS OF COMMISSARY
- LOSS OF INMATE TELEPHONE USE
- LOSS OF TELEVISION

#### 4. FULL DISCIPLINARY SEGREGATION – Category 100 or 200 Offense

Full disciplinary segregation is placement in disciplinary segregation, the full restrictions including loss of recreation, commissary, inmate telephone use, and family visits. The number of days for placement in full disciplinary segregation and loss of these privileges will be determined using the disciplinary sanction matrix.

### D. Disciplinary Sanctions by Category

#### 1. CATEGORY 100A OFFENSES

- From 30 to 60 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 60 days disciplinary segregation for all violations arising out of one incident.
- Loss of 30 to 60 days Good Conduct Time.
- Loss of one or more privileges for 30 to 60 days, with a maximum of 60 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

#### 2. CATEGORY 100B OFFENSES

- From 10 to 45 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 45 days disciplinary segregation for all violations arising out of one incident.
- Loss of 10 to 45 days Good Conduct Time.
- Loss of one or more privileges for 10 to 45 days, with a maximum of 45 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

#### 3. CATEGORY 200 OFFENSES

- Up to 30 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 30 days disciplinary segregation for all violations arising out of one incident.
- Loss of up to 30 days Good Conduct Time.
- Loss of one or more privileges for up to 30 days, with a maximum of 30 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution. (It is at the discretion of the adjustment board as to whether an inmate is removed from a program/work upon the ordering of restitution)
- Reclassification to another housing area.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

#### 4. CATEGORY 300 OFFENSES

- Verbal reprimand.
- Written reprimand.
- Confinement to cell for up to 48 hours
- Loss of up to three of the following privileges to include family visiting, telephone, recreation, or commissary, for up to 7 days.

All sanctions for Category 100 and Category 200 offenses will be administered based on the decision of the Adjustment Committee, subject to approval by the Warden or designee.

Pod Officers may handle a minor offense (Category 300) within the housing pod, subject to review by a Custody and Security Supervisor or Designee. An inmate cannot be put on full restriction(s) for Category 300 offenses.

**On category 100A, 100B and 200 offenses, the Adjustment Board may go outside the matrix when assigning sanctions. However, no sanction can exceed 60 days of disciplinary segregation for all violations arising out of one incident. Loss of Good Conduct Time may exceed the stated maximum with appropriate justification.**

**RIGHT TO APPEAL** All decisions of the Adjustment Committee may be appealed to the Warden or designee in writing within five business days of the approved decision. The Warden shall consider the merits of the appeal based on the following three factors:

- A. Was there substantial evidence to support the charges?
- B. Was there substantial compliance with the disciplinary policy and procedure?
- C. Was the sanction imposed proportionate to the rule infraction?

**APPEAL DECISION** The Warden or designee shall render a decision on the appeal and respond to the inmate in writing within ten (10) business days of receipt of the appeal. The decision of the Warden is final, and not subject to appeal.

**NOT GUILTY DECISION** When an inmate is found not guilty, the disciplinary report does not become part of the inmate's file. The report is forwarded by the Chairperson of the Adjustment Committee to the Deputy Warden of Inmate Services or designee for placement in an incident file.

#### **PROCEDURES FOR MINOR VIOLATIONS AND CATEGORY 300 RESOLUTIONS**

- A. Discipline should be immediate and positive to be effective. Situations may exist where a rule has been violated, but circumstances dictate that immediate, informal handling of the situation shall best serve staff and the inmate. Informal sanctions and procedures shall be followed in such situations.
- B. The following personnel shall serve as hearing Officers and are authorized to impose minor sanctions for Category 300 offenses:
  1. Custody and Security Supervisor (Captains and Lieutenants)
  2. First Line Supervisors (Sergeants)
  3. Mental Health Supervisor or Designee
  4. Deputy Wardens



- C. To accomplish informal resolution of a minor infraction, the inmate will need to be seen by a Hearing Officer. Informal resolution of minor offenses is encouraged and should be used if the following conditions exist:
1. The Hearing Officer authorized to impose Category 300 sanctions believes that the offense does not warrant formal procedures.
  2. The inmate concurs with the informal penalty that must be within the guidelines described for Category 300 offenses.
  3. If there is agreement, the Hearing Officer shall initiate orders to impose the agreed upon penalty. If there is disagreement by the inmate, the reporting officer shall complete a formalized disciplinary report that is then forwarded for an adjustment hearing to the Adjustment Committee. The sanctions of the Hearing Officer are final, with no appeals permitted. The infraction is placed in the inmate's file and shall not appear in the inmate institutional records as an infraction.

#### **RESTRICTION PROCEDURES DURING AN EMERGENCY**

- A. In the event of an institutional disturbance requiring emergency action, any or all of the above procedures may be temporarily suspended.
- B. Any inmate involved in the emergency may be secured without a hearing throughout the course of the emergency.
- C. Upon restoration of order in the institution, normal disciplinary procedures and guidelines shall be followed.

**CRIMINAL CHARGES AGAINST INMATES** In addition to any administrative findings, inmates will also be charged criminally with committing crimes within the correctional facility. The Department of Correction and Rehabilitation takes great pride in protecting both staff and inmates from harm. The Department will seek criminal charges against an inmate for committing such crimes as (but not limited to):

#### Maryland CS 8-803. Indecent exposure by inmate in the presence of correctional officer or authorized personnel.

- A. Definitions – Words or phrases in this section that describe the common-law crime of indecent exposure shall retain their judicially determined meanings except to the extent expressly or implicitly changed in this section.
- B. Prohibited conduct – An inmate may not, with intent to annoy, abuse, torment, harass, or embarrass correctional officer or authorized personnel, lewdly, lasciviously, and indecently expose private parts of the inmate's body in the presence of the correctional officer or authorized personnel.
- C. Penalty – An inmate who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding \$1,000 or both.

#### Maryland CL 3-210. Assault by inmate.

- A. In general – An inmate convicted of assault under this subtitle on another inmate or on an employee of a State correctional facility, a local correctional facility, or a sheriff's office, regardless of employment capacity, shall be sentenced under this section.
- B. Consecutive sentence – A sentence imposed under this section shall be consecutive to any sentence that the inmate was serving at the time of the crime or that had been imposed but was not yet being served at the time of sentencing.
- C. Suspension of sentence prohibited – A sentence imposed under this section may not be suspended.

Maryland CL 9-404. Escape in the first degree.

- A. Prohibited - In general - A person may not knowingly escape from a place of confinement.
- B. Prohibited- From juvenile facility with assault - A person may not:
  - 1. Escape from a detention center for juveniles;
  - 2. A facility for juveniles listed in § 9-226(b) of the Human Services Article;
  - 3. A place identified in a juvenile community detention order; or
  - 4. A privately operated, hardware secure facility for juveniles committed to the Department of Juvenile Services; and in the course of the escape commit an assault.
- C. Penalty - A person who violates this section is guilty of the felony of escape in the first degree and on conviction is subject to imprisonment not exceeding 10 years or a fine not exceeding \$20,000 or both.

Maryland CL 9-412. Contraband - In general.

- A. Prohibited - A person may not:
  - 1. deliver any contraband to a person detained or confined in a place of confinement;
  - 2. possess any contraband with intent to deliver it to a person detained or confined in a place of confinement; or
  - 3. knowingly possess contraband in a place of confinement [includes gang paraphernalia]
- B. Penalty - A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding \$1,000 or both.

Maryland CL 9-802. Criminal Organization Activity.

- A. In general - A person may not threaten an individual, or a friend or family member of an individual, with physical violence with the intent to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal organization.
- B. Penalties - A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 2 years or a fine not exceeding \$ 10,000 or both.

Maryland CL 9-803. Criminal Gang Activity – Schools.

[the DOCR operates schools in its facilities)

- A. Activities on or near school vehicles or property - A person may not threaten an individual, or a friend or family member of an individual, with or use physical violence to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal organization:
  - 1. in a school vehicle, as defined under § 11-154 of the Transportation Article; or
  - 2. in, on, or within 1,000 feet of real property owned by or leased to an elementary school, secondary school, or county board of education and used for elementary or secondary education.
  - 3. Applicability - Subsection (a) of this section applies whether or not:
  - 4. school was in session at the time of the crime; or
  - 5. the real property was being used for purposes other than school purposes at the time of the crime.
- B. Penalties - A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 4 years or a fine not exceeding \$20,000 or both.

Merger with § 9-802 conviction prohibited - Notwithstanding any other law, a conviction under this section may not merge with a conviction under § 9-802 of this subtitle

## **SEGREGATION AND SPECIAL MANAGEMENT STATUS**

**SEGREGATION RESTRICTION** Inmates who require special housing to ensure their safety, the safety and security of the Montgomery County Department of Correction and Rehabilitation (MCDOCR), the safety of other inmates, or for disciplinary or medical reasons, will be placed in some type of segregation unit. It is the policy of the MCDOCR that inmates be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility.

**MEDICAL/MENTAL HEALTH SEGREGATION** A status of confinement to be used for inmates whom the Montgomery County Department of Correction and Rehabilitation (MCDOCR) physician/medical staff believe should be removed from the general population for medical and/or mental health observation, evaluation and/or treatment.

- A. An inmate may be temporarily placed in medical and/or mental health segregation when the MCDOCR physician or designee believes that a life or health-threatening situation exists, which requires special medical handling. An inmate may also be temporarily placed in medical or mental health segregation by any staff member if there are concerns that the inmate is having a mental health crisis or needs additional monitoring.
- B. Inmates shall be returned to regular housing assignments as soon as the MCDOCR physician determines the condition(s) which necessitated Medical/Mental Health Segregation no longer exists.
- C. Inmates in Medical/Mental Health Segregation are managed in the same manner as inmates in Special Management whenever possible. The health of the inmate, other inmates, and the staff, as well as the safety of the institution remain a primary consideration. Any restrictions in privileges should be documented in writing and reviewed by the Warden or designee.

**SPECIAL MANAGEMENT STATUS** A status of confinement which may be used for inmates who have serious adjustment problems, health issues, pose an escape risk, are overly aggressive or emotional, are antisocial, are in need of protective custody, or are a danger to themselves, institutional security, or others. Special Management status is not necessarily a punitive measure but may be administrative as well.

- A. **Placement in Special Management:** An inmate may be placed on Special Management status by the Custody and Security Supervisor or designee, or other appropriate staff member. Inmates placed on Special Management status will receive a written notification (DCA-85) stating the reason(s) for this placement. Inmates will be requested to sign this notification and a copy will be retained in the inmate file. The following reasons serve as grounds for placement on Special Management status:
  - 1. Inmate requests Special Management status for his/her own protection or authorized staff determine that admission to or continuation on Special Management status is necessary for the inmate's own protection.
  - 2. Inmate is pending reclassification after a period of time spent in Disciplinary Segregation.
  - 3. Inmate is pending investigation for a serious violation of institutional rules or regulations.

4. Inmate is pending a hearing for a violation of institutional rules or regulations and placement in disciplinary segregation is inappropriate
5. Inmate is classified as a serious risk to him/herself, other inmates or to the security of the institution.
6. Inmate has demonstrated that he/she cannot safely be housed in general population. This could include inmates who are continuous behavior problems or have emotional or mental problems which prohibit safe housing in general population.
7. An inmate is classified as an escape risk.

**B. Conditions of Special Management Status:**

1. Bedding and Supplies - Inmates in Special Management shall be provided the same bedding and supplies as are provided in general population.
2. Commissary - Inmates in Special Management may order and receive select items from the Commissary. Inmates in protective custody, medical/mental health housing or administrative segregation (other than disciplinary) are permitted to receive a limited number of items from the commissary such as hygiene products and writing materials.
3. Court Access - Inmates shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Inmates shall have reasonable access to material from the law library when requested.
4. Exercise - Inmates shall be provided with an opportunity for exercise outside of their cells for at least one hour per day, unless safety/security considerations dictate otherwise.
5. Food - The quality and quantity of food provided inmates in Special Management shall be the same as that provided to inmates in general population.
6. Housing Quarters - The housing areas used for Special Management shall be well-ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition.
7. Mail and Visiting - Inmates on Special Management status are allowed the same social correspondence and visiting privileges as inmates in general population unless compelling reasons exist to indicate the contrary.
8. Medical Access - A representative of the medical staff shall conduct rounds through the Special Management units on a daily basis. A record of visits should be maintained. Inmates in these units have the same access to the doctor, dentist, or psychiatrist as inmates in the general population.
9. Personal Hygiene - Inmates shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, inmates in Special Management may be afforded a minimum of three (3) showers per week. This would depend on each inmate's behavior and tractability.
10. Program Activities - Inmates on Special Management status may, on an individualized basis, participate in institutional programs such as counseling, education, etc., provided that the safety and order of the institution and the inmates can be maintained. The Warden or designee has the right to suspend this privilege based upon the inmate's behavior. Inmates pending an investigation or institutional hearing are not permitted to participate in any program or group activity.

11. Property Restrictions- Inmates in special management status will be restricted from certain property for purposes of safety, security, or sanction. Please see the list of property restrictions for Special Management in the Inmate Property section. Any property item may be removed from an inmate's possession if used in attempts to cause security violations or to exhibit disorderly behavior.
12. Reading Material - Inmates in Special Management may visit the institutional library on a scheduled basis and may have the same number of books in their cells as inmates in general population, including religious publications and pamphlets. This privilege may be temporarily suspended based upon the inmate's behavior. Inmates pending an investigation or institutional hearing are not permitted to attend regular library sessions.
13. Telephone Calls - Inmates on Special Management status shall receive the same telephone privileges as inmates in the general population, provided that the safety and order of the institution and the inmates can be maintained. This privilege will occur during the inmate's recreation period which consists at least of one (1) hour out of their cell per day. The Warden or designee has the right to suspend this privilege based upon the inmate's behavior. Inmates pending an investigation or institutional hearing will still have access to use the telephone during their scheduled recreation period. If an inmate receives a sanction of full disciplinary segregation the inmate will no longer have access to the telephone.
14. While inmates on Special Management status are afforded basically the same privileges as inmates in the general population, the security, safety and orderly operation of the institution must be maintained. When any of the above privileges are suspended it should be documented in writing.

C. **Review of Status:** Inmates shall remain on Special Management status only as long as the reason(s) for their initial placement here remains valid. Each inmate's case shall be reviewed weekly by the Special Classification Board. Inmates should be returned to general population when the need for this status no longer exists. The management of CIU inmates on Special Management status is determined by Mental Health staff.

D. **Monitoring:** Monitoring of the Special Management unit shall be conducted on a regular basis.

E. **Reclassification:** Release from Special Management may be authorized when the condition which required this status no longer exists. The following persons or groups of persons may affect this reclassification:

1. The committee or person authorizing the inmate's placement on Special Management status
2. Classification/Special Classification Committee
3. Warden or designee

**DISCIPLINARY SEGREGATION** A status of confinement to be used for inmates who have committed serious violations and have been found guilty by the Adjustment Committee or who are pending an institutional hearing. This form of discipline should only be used when other less restrictive disciplinary measures are inappropriate. Disciplinary segregation is considered a positive measure in order to preserve the order and security of the institution.

**A. Placement on Disciplinary Segregation Status:** An inmate may be placed on Disciplinary Segregation status only by the direction of the Adjustment Committee, the Custody and Security Supervisor or designee, or a higher authority. This may occur when the inmate has been found guilty of having committed an act(s) of misconduct warranting a sanction of disciplinary time or when an inmate is pending an institutional hearing.

**B. Conditions of Disciplinary Segregation Status:** Basic levels of health, safety, and humane treatment must be maintained for inmates on Disciplinary Segregation status, regardless of the reason for the segregation. Privileges may be restored to reinforce acceptable behavior or removed due to inappropriate behavior. The following conditions for inmates on Disciplinary Segregation status will be maintained:

1. Commissary – Inmates on Disciplinary Segregation status may order and receive a limited number of items from the commissary such as clothing items, writing materials, and stamped envelopes. Hygiene products will be provided by correctional officers on a scheduled basis and may not be ordered. Food items may not be ordered.
2. Court Access – Inmates shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Inmates may request from the Librarian materials or information related to Law Library.
3. Bedding and Supplies – Inmates on Disciplinary Segregation status shall be provided the same bedding and supplies as are provided in general population.
4. Exercise – Inmates shall be provided with an opportunity for exercise outside of their cells, for one hour per day, unless safety/security considerations dictate otherwise.
5. Food – The quality and quantity of food provided to inmates on Disciplinary Segregation status shall be the same as that provided to inmates in general population. Food is not used as a form of punishment or reward. Disposable trays may be used when necessary to ensure the safety and security of the institution. Alternative meals may be served if throwing of food or meal trays occurs.
6. Housing Quarters – The cells used for Disciplinary Segregation shall be well-ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition.
7. Mail and Visiting – Social correspondence privileges shall be continued for inmates in Disciplinary Segregation unless compelling reasons exist to the contrary. Family visiting privileges are restricted while inmates are on disciplinary status.
8. Medical Access – A representative of the medical staff shall conduct rounds through the Disciplinary Segregation units daily. A record of visits should be maintained. Inmates on Disciplinary Segregation status have the same availability of access to the doctor, dentist, or psychiatrist as inmates in the general population.
9. Personal Hygiene – Inmates shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, inmates on Disciplinary Segregation status may be afforded a minimum of three (3) showers per week. This would depend on each inmate's behavior and tractability.
10. Program Activities – Inmates on Disciplinary Segregation status are not permitted to participate in any program or group activities.
11. Property in Segregation Status: Restricted property and amounts are authorized for inmates in Disciplinary Segregation as a Special Management status, with the exception of CIU inmates whose

disciplinary management is determined by Mental Health staff. All other property in an inmate's possession that is not allowed while on segregation status will be confiscated, inventoried, and stored in a designated area.

12. Reading Material – Reading materials, including religious publications and pamphlets, will be provided to inmates on Disciplinary Segregation status when requested, however the amounts may be limited per policy and procedure. These inmates are not permitted to attend regular or law library sessions, as these are considered to be a group activity.
13. Telephone Calls – Inmates on Disciplinary Segregation status are not authorized to make telephone calls. The use of the telephone for legal calls must be arranged through the Case Manager.
14. Restrictions or reduction of any privilege should be documented in writing.

#### **C. Review of Disciplinary Segregation**

1. Inmates shall be held in Disciplinary Segregation only as long as the reason(s) for their initial placement in the unit remains valid. Inmates in Disciplinary Segregation will have their cases reviewed weekly by the Special Classification Committee.
2. If the Special Classification Committee determines an inmate should be moved out of Disciplinary Segregation, a recommendation will be made to the Warden. The decision of the Warden or designee is final.

- D. **Release from Disciplinary Segregation Status:** An inmate may be reclassified from Disciplinary Segregation status upon the completion of the sanction levied by the Adjustment Committee. This may also occur if the Special Classification Board determines that the inmate no longer poses a threat to him/herself, others, or institutional security, and that no benefit will be realized by continuing the inmate on Disciplinary Segregation status. This may not occur without the Warden's or designee's approval. The time an inmate spends in Disciplinary Segregation should be proportionate to the offense committed, taking into consideration the inmate's prior record and his/her specific program needs.

## **INMATE PROPERTY**

### **RECEIVING, RELEASE, TRANSFER, AND DISPOSITION OF PERSONAL PROPERTY**

- A. **Receiving Personal Medical Items:** Inmates may also request medical supplies such as eyeglasses, contact lenses, and unopened contact solution. Inmates should submit a medical sick call slip to request review of any personal medical property items they are requesting from the community. Medical staff will schedule the Inmate to meet with the Physician to confirm by the Physician's order if the requested item is needed. Medical staff will inform the Inmate of the Medical approval for the requested item and provide the Inmate with a DCA 14A to complete in order to formally request the item. This completed form should be provided back to Medical staff. Medical staff will inform the Inmate to instruct their designated family member to bring the requested property to MCCF and Medical staff will place the DCA 14A at the visiting desk. When the inmate's requested property is brought to the MCCF Front Desk, both Medical staff and the Shift Supervisor will review the item. Medical staff will take possession of the approved property item and provide

it to the Inmate. **No property will be accepted at the Front Desk outside of the above process. Visitors should not leave property until it has been reviewed and approved by both the Shift Supervisor and Medical staff.**

- B. **Receiving Personal Property:** Inmates may request that personal property (i.e., legal papers, dress shoes) be accepted into the MCDC by completing a Property Request/Release Form (DCA-14A).
- C. **Property Release/Clothing Exchange for Circuit Court Trials:** Inmates wishing to release all of their personal property to a visitor or exchange their personal clothing for more appropriate clothing for a Circuit Court Trial proceeding, may do so by submitting a completed/signed Property Request/Release Form (DCA-14A) to their housing Custody and Security Supervisor or designee. The DCA-14A must be submitted by the inmate at least two (2) business days (Monday through Friday) before the clothing exchange/property release is expected to take place. The form is reviewed by the Custody and Security Supervisor or designee and approved or denied with his/her signature. If it is denied, it is returned to the inmate with a notation disclosing the reason. Approved DCA-14A's from both MCDC and MCCF are forwarded to the MCDC Property Officer daily.
- D. Contents of the DCA-15 (property items) must all be released together. No individual items such as watches, wallets, rings, etc. can be released separately. The entire contents must be released as a unit. If an inmate wants to release all of their property items (except for their clothing) they must complete a Property Request/Release Form (DCA-14A).
- E. Upon release, Inmates are expected to pick up all of their personal property from MCDC at 1307 Seven Locks Road, Rockville, Maryland 20854. Unclaimed personal property will be held for thirty (30) days after the inmate's release date, and if unclaimed after thirty (30) days, the property will be disposed of (refer to the Correctional Services Article, sec 10-801 of the Annotated Code of Maryland).
- F. NOTE: Inmate personal property is stored at MCDC. All property exchanges and releases take place at MCDC, not MCCF. Inmates are responsible to make their visitors aware of this. If Inmates are releasing property to a visitor, it is the inmate's responsibility to notify the visitor that they must come to MCDC collect the property.

**VALUABLE PROPERTY LIMITS** Inmate personal possessions, valuables, and money are removed and will be held for safekeeping; a receipt is given for all items. DOCR is only liable for stored personal property up to a value of \$200 regardless of the original value of said item. It is recommended that inmates release any property of over \$200 value to a family member or a friend as soon as possible. The Department will not be responsible for any personal items (e.g., religious medallion on a chain, traditional wedding bands, glasses, shoes) which are kept by an inmate in the facility. **The Department's liability for stored personal property is limited to \$200.00**

**PROPERTY FOR INDIGENT INMATES** Inmates at MCCF who have less than \$1.00 in their inmate account are eligible to order an indigent kit from Inmate Commissary. These inmates are referred to as indigent.

- A. The indigent kit includes four (4) sheets of writing paper, four (4) stamped envelopes and a pen. The indigent inmate kit contains deodorant, shampoo, toothpaste, toothbrush, soap, razor, four (4) sheets of paper, four (4) stamped envelopes, lotion and a pen. Indigent inmates may order one indigent kit once per



month, as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.

- B. The Indigent clothing kit and other services available are undershirts, briefs, socks, washcloth, underwear, panties, sports bra. Indigent inmates may order a clothing kit every 90 days as long as their inmate account remains less than \$1.00 for ninety (90) consecutive days prior to the request.
- C. Indigent inmates may order one set of batteries every thirty (30) days as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.
- D. Indigent inmates may order an indigent haircut every thirty (30) days as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.
- E. The facility will pay the reasonable U.S. mail postage to mail the necessary legal correspondence of indigent inmates.

**INMATE RADIOS AND ACCESSORIES GUIDELINES** Inmates will be issued an inmate radio and two (2) batteries upon entry into MCCF. A headset may be provided instead of a radio for inmates in Special Management areas to use while in this status as approved. Any inmate radio or headset provided will remain the property of the facility and is expected to be returned without damage.

- A. Please check the condition of this inmate radio immediately for defects. If inmates accept it, Inmates will be required to sign for this inmate radio. Inmates will then be responsible for this inmate radio until such time as Inmates are released from the facility.
- B. These can be used to listen to television programs or radio broadcasts.
- C. Additional batteries are available for purchase through the commissary. If an Inmate is indigent, they may order an indigent battery pack through the commissary.
- D. Additional radios are available for purchase through the commissary. Batteries are also available for purchase through commissary or through the indigent commissary process.
- E. Tampering with and/or altering of the issued headsets/radios may result in disciplinary action. Broken headsets/radios will not be replaced, and the destruction of one will result in a disciplinary report (DCA-71) being issued and restitution will be required.
- F. Inmates may have a maximum of four (4) individual batteries in your possession at a time, including the two that are in your headset/radio.
- G. Headsets/radios must be kept at a minimum volume at all times. Those which can be heard by others are too loud and will be confiscated.
- H. Headsets/radios are not allowed outside of the housing pods or in recreation areas.
- I. No inmate should be in possession of more than one (1) facility issued headset/radio at any time.
- J. Upon release from the facility, Inmates will be required to turn in this headset/radio. Failure to do so may result in inmates being charged a fee/restitution.
- K. If inmates go on temporary release, inmates must store your headset/radio with the rest of your property.

**FACILITY ISSUED PROPERTY** Inmates are responsible for the facility issued property provided and may be charged with a disciplinary violation and restitution fine for any loss or damage to facility issued property. All facility issued property is expected to be returned at the time of release.

- A. Inmates at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. Religious books (Bibles, Qurans, Torahs, faith enrichment), rosaries, and prayer rugs are the primary issued religious items that are considered and labeled as facility property that should be returned at the time of the inmate's release from facility custody. Personal wear items provided, such as kufi's, hijabs, and yamakas, are not expected to be returned.
- B. Facility issued property is County property and is expected to be returned upon your release from custody. Restitution costs may be charged for any damage or loss to facility issued property.

C. **Facility Issued Property:**

2	Blankets	1	Pair of DOCR Issued Shoes
2	Jumpsuits	1	Pair of Shower shoes
2	Towels	1	Prayer Rug (upon request)
1	Washcloth	1	Religious book (upon request)
1	Mattress	1	Rosary (upon request)
1	Radio Headset w/Batteries	1	Kufi/Hijab/Yamakas (upon request)

**ALLOWABLE PROPERTY FOR GENERAL POPULATION INMATES**

- A. Additional religious books or other program materials may also be provided through Inmate Services Case Managers, the Chaplain, facility program staff or facility volunteers.
- B. Items purchased through Inmate Commissary, items provided through indigent/hygiene kits, or other items provided by correctional staff are allowed.
- C. Any jewelry exceptions for religious medallion items that are worn will be evaluated for make, size, design, and color to ensure they do not pose a security or safety hazard.
- D. All clothing or worn religious items must be either white or gray in color, with the exception of underwear.
- E. Legal materials are approved property provided they do not present any safety or security concerns. Inmates may keep their court and legal papers in their possession subject to security and safety restrictions; however, in the case of excessive legal papers that may cause concerns, special arrangements may be made through correctional staff for the inmate to have reasonable access to those that must be stored in the inmate property room. Excessive amounts will be approved on a case-by-case basis.
- F. **There are limits to the quantity of personal inmate property allowed and all personal property must fit into your property bag.** Be advised, items over allowable limits, or unauthorized items will be taken and may be discarded/destroyed. This includes items inmates may have purchased from canteen or items inmates have been given by another inmate. It is solely the inmate's responsibility to manage the property amounts they have at any time. Do not purchase more than the allowable limit or the items may be confiscated as excessive property.

**Allowed Inmate Property Items and Limits:**

7	Books (including magazines)	1	Pair of DOCR Issued Shoes
5	Newspapers (personal)	1	Pair of Canteen Purchased Shoes
5	Pairs of socks	1	Pair of Shower shoes
5	Undershirts	1	Traditional wedding band
5	Underwear	1	Religious medallion on a chain
2	Bras	1	Razor
1	Shorts (no pockets/strings)	3	Bars of soap
1	Sweatshirt	4	Batteries
1	Sweatpant		

**ALL CLOTHING OTHER THAN THE ISSUED JUMPSUIT MUST BE WHITE OR GRAY IN COLOR, WITH THE EXCEPTION OF UNDERWEAR.**

**PROPERTY RESTRICTIONS FOR INMATES IN SPECIAL MANAGEMENT STATUS** Inmate in special management status will be restricted from additional allowable property for purposes of safety, security, or sanction. While these items listed below are approved property while in a segregation status, any of these items may be removed from possession if used in attempts to cause security violations or to exhibit disorderly behavior:

1	Mattress	2	Towels
1	Legal Pad	1	Pair of Sweatpants (white or gray only)
1	Flexible Pen	1	2-inch Plastic Comb
2	Blankets (3 during designated winter months)	1	Sweatshirt (white or gray only)
5	Stamped Envelopes	1	Plastic Hairbrush
1	Bar Soap	1	Rosary (white or gray only)
2	Jumpsuits	2	Deodorant Packets
1	Toothbrush	1	Pair Shower Shoes
5	Undershirts	3	Books (including magazines and library books)
2	Toothpaste Packets	1	Pair DOCR Issued Shoes
5	Pairs of Underwear	1	Newspaper
2	Bras	1	Prayer Rug
2	Washcloths	1	Religious Book (i.e., Bible, Quran or Torah)
5	Pairs of Socks		Legal Mail

## **CONTRABAND AND RESTRICTED ITEMS**

**CONTRABAND AND RESTRICTED ITEMS** The *Inmate Guidebook* provides inmates with a complete list of allowable property. Inmates are strongly encouraged to adhere to that list to avoid items being confiscated from you. Any item altered from its original condition will be confiscated and may be discarded/destroyed.

**EXAMPLES OF CONTRABAND ITEMS (THIS LIST IS NOT EXHAUSTIVE):**

- A. More than three (3) bars of soap
- B. County cleaning supplies (gloves, rags, mops, brushes, etc.)
- C. Empty containers. Do not hoard such items in your cell. Excess trash poses a fire hazard. Dispose of them in the day room trash receptacle.
- D. Gang-related materials/designs, altered clothing, signs, symbols, pictures with hand signs
- E. Strings of any type
- F. More than five (5) Maxi pads per inmate
- G. Plastic bags of any type
- H. Any images of partial or full nudity; any openly displayed explicit images in plain view
- I. Any altered piece of clothing or those containing draw strings, pockets or zippers (designer labels)
- J. Unlabeled or loose medications
- K. Rubber bands, paperclips, staples, etc.
- L. Any footwear not issued by DOCR or purchased on Commissary
- M. Any tobacco product
- N. Altered headsets or radios
- O. More than one (1) cup (empty peanut butter jars will be counted)
- P. More than two (2) bowls with lids
- Q. Left-over food items from breakfast, lunch, and dinner (all meal food items must be consumed during the shift they are served)
- R. Any writing or drawing on personal clothing or shower shoes other than actual name of the inmate when incarcerated (for laundry purposes)
- S. Excess books and magazines (more than 7 total)
- T. Weapons
- U. Detached or altered razors or more than one razor
- V. More than four (4) batteries
- W. Any clothing items except issued jumpsuits that are any color except gray or white (except for underwear)
- X. Any unauthorized communication devices
- Y. Illegal drugs or medications not prescribed to the inmate

**Above items discovered in your property will be confiscated and destroyed. In addition, disciplinary action may be taken. The list of contraband items may change as determined by the Warden or designee as institutional and personal safety needs arise. Any violations of these provisions may result in the confiscation of the material and possible disciplinary action.**

**PROHIBITED DISPLAY MATERIAL** Prohibited material is defined as any printed or written material, or any picture, drawing, photograph or other pictorial representation, depicting or showing full, or partial nudity or any obscene or pornographic material. No nude or partial nudity photographs of any type will be allowed via mail due to potential security issues. Although inmates are permitted to possess some level of explicit material that is not full or partial nudity, they are not permitted to openly display or post these materials in their cell, nor are they to be brought into the dayroom area and displayed. Inmates are not permitted to remove any pictures from magazines or books and display these images inside their housing cell.

# **INMATE ACCOUNTING AND COMMISSARY**

**RELEASING AND RECEIVING FUNDS** Inmates may release any funds in their inmate account by using a Money Release Form (DCA-14C) and having a check drawn from their inmate account. Funds are withdrawn and sent out for received requests only twice per month, on the 15th and the 30th. The inmate must provide an addressed and stamped envelope. Along with the DCA-14C, the release must be verified and approved by the Custody and Security Supervisor or designee prior to the transaction. The form and envelope will then be sent to Inmate Accounting where a check will be written and mailed to the identified individual. Releasing funds for emergency situations will be considered on a case-by-case basis.

Inmates may receive government issued checks through the mail. All government issued checks should be sent to the Montgomery County Correctional Facility, 22880 Whelan Lane, Boyds, Maryland 20841, and should include the inmate's name and ID number. Cash, personal checks, money orders, or employment checks are NOT accepted through the mail, and will be returned to sender. Visitors can place funds in your account by using the kiosk in the lobby of each facility, through the vendor's website, or by phone with a debit / credit card. This information is posted in each housing area, as well as at each facility. Money cannot be transferred from the account of one inmate to another.

**INMATE COMMISSARY (CANTEEN)** Through the commissary inmates may purchase various items on a scheduled basis. Schedules and price of items are subject to change. All pods except N11, N21, and Medical Units order via a kiosk. The kiosk is an electronic means of ordering commissary items. N11, N21, and Medical Units will order using a paper/generic order form. A list of all items with prices authorized for the MCDC/ MCCF will be distributed with paper/generic order forms only. This is available on the kiosks as well. Should an emergency arise, and the kiosk is inoperable, then paper/generic order forms will be used as a means of ordering commissary throughout the facility.

All orders placed via the kiosk or paper/generic form will be charged against your inmate account balance. An account is created and maintained for each inmate entering MCDC/MCCF. This account details all monies received and paid out against the account. Accounts with adequate funds will have their commissary order electronically transmitted to the vendor for processing. Orders are filled and delivered to each inmate on the next scheduled delivery date. During delivery the inmate signs a receipt indicating he/she received the order. Once an inmate takes possession of items and signs the receipt – all sales are final. It is important to make sure what you ordered is what you received prior to signing the receipt. No refunds or credits will be honored after signing the receipt. Questions concerning your inmate account should be addressed to the Inmate Accounting Section via a Request Slip (DCA-6). Exchanges of commissary items are not permitted. This includes clothing, shoes, and international phone cards.

**Indigent Request:** Inmates with zero account balances or inadequate account balances may be eligible for indigent services.

**Indigent Clothing Package:** Inmates may request clothing to include items such as undershirts, briefs, socks, washcloths, underwear/panties, and sports bras every ninety (90) days. Their account balance must remain below \$1.00 for ninety (90) consecutive days prior to the request being honored.

**Indigent Hygiene Kit:** Inmates may request an indigent kit which includes items such as toothpaste, toothbrush, comb, deodorant, razor, lotion, pen, paper, stamped envelopes, and shampoo once a month. Their account balance must remain below \$1.00 for thirty (30) consecutive days prior to the request being honored.

**Indigent Haircut:** Inmates may request an indigent haircut to include a basic haircut and or beard trim every thirty (30) days. Account balance must remain below \$1.00 for thirty (30) consecutive days prior to request being honored.

**Indigent Battery Request:** Inmates may request indigent batteries (triple AAA only) once per month. Account balance must remain below \$1.00 for thirty (30) consecutive days prior to request being honored.

Indigent inmates will not be charged for Indigent Hygiene Kits, Indigent Clothing Packets, Indigent Battery Requests, or for Indigent Haircuts. Any abuse of the welfare system will result in disciplinary action and/or suspension of commissary privileges.

**ADDING FUNDS TO INMATE ACCOUNT** Family members can make Credit and Debit deposits via lobby Kiosk or the Internet. The transaction fees for the Lobby or Internet deposits are different from the fees charged for deposits made by phone.

**Family members can make deposits via the telephone 1-866-345-1884  
or website address [www.accesscorrections.com](http://www.accesscorrections.com)**

**Montgomery County Detention Services offers a comprehensive custom packaging program called Access SecurePak. This program is designed to allow family members and friends to send commissary packages to inmates via a 24-hour online website at [www.accesscatalog.com](http://www.accesscatalog.com).**

**Access SecurePak purchases are limited to \$25.00 per order.  
If items are purchased online, this amount is counted against the inmate's maximum weekly commissary allowance of \$60.00**

**RECEIVING COMMISSARY ORDERS** Once commissary items have been selected and paid for, they will be delivered on Saturday during the regular commissary delivery schedule. Please keep in mind, commissary orders placed via the website are time sensitive. For example, commissary orders placed after 10:00am on Thursdays will not make the upcoming Saturday delivery schedule. Those orders will be scheduled for delivery the following Saturday, which will make those orders one-week behind.

## **INMATE TELEPHONE COMMUNICATION**

**TELEPHONE CALLS** Inmates will be authorized to use the telephones located in each living area based on a predetermined recreation schedule. Individual phone calls should be limited to no more than fifteen (15) minutes when others are waiting to use the phone. Inmates using the TTY machines are allowed up to sixty (60) minutes during their predetermined recreation schedule. Any misuse or tampering with the telephone (i.e., attempting three-way calls, etc.) may result in disciplinary action and/or loss of phone privileges.

It is the Policy of the Montgomery County Department of Correction and Rehabilitation (MCDOCR) that all telephone conversations in calls placed by inmates of the Montgomery County Correctional Facility (MCCF) and Montgomery County Detention Center (MCDC) on “Collect Call/Advance Pay Only” telephones, except for privileged conversations with attorneys who have added themselves to the “do not record list”, are subject to monitoring, and are being automatically recorded by MCDOCR.

This means that the content of telephone calls (the words actually spoken by parties to the call) may be monitored (“listened to”) by correctional staff, and that the contents of all inmate telephone calls, except for calls placed to attorneys on the “do not record” list, are being digitally recorded. This telephone monitoring and recording policy applies to all calls placed by convicted inmates, as well as to all calls placed by pretrial detainees. Inmates must understand that words that they speak in telephone conversations on “Collect Call/Advance Pay Only” telephones may be used against them as incriminating evidence. Because inmate telephone calls may be monitored by correctional staff, the MCDOCR considers itself a party to all such calls. If an inmate wishes to communicate with persons beyond the confines of the correctional facilities without being monitored or recorded, the inmate must communicate with such persons by mail, or through visits conducted in the visiting area.

The monitoring and recording of inmate telephone calls will be conducted by correctional staff exclusively to accomplish the purposes of enhancing the security and orderly administration of the correctional facilities (to include the prevention and suppression of illegal activity within the jail), and of protecting the public from conspiracies to commit crimes outside the jail. Because the monitoring and recording of inmate telephone calls is being conducted for these limited purposes, the inmates’ implied consent to such monitoring and recording is limited to monitoring and recording conducted to accomplish these specified purposes. Correctional staff do not monitor and record inmate telephone calls for the purpose of making the content of, or information about, such telephone calls available to the public. Access to the content of the intercepted inmate telephone calls will be limited to correctional staff members, law enforcement officers and prosecuting or defense attorneys, and to the other parties to the telephone calls (and their authorized agents and representatives).

If, in the judgment of the administration, an incoming call for an inmate is determined to be of an emergency nature, the inmate will be notified without delay and authorized to return the call. In the case of a verified emergency, inmates may request a non-collect call from the assigned Case Manager or Shift Supervisor. All other exceptions to receiving opportunities for non-collect calls are given at the discretion of the inmate's Case Manager and are not an obligation of the facility. Appropriate equipment is available for use by the hearing impaired upon request. MCDC and MCCF are ADA (Americans with Disabilities Act) compliant facilities.

#### **PHONE "PIN" OPERATION FOR INMATE POPULATION CALLS**

- Each inmate creates a unique personal identification number (4-digit PIN).
- Do not share your PIN number with other inmates.
- Inmates must enter their inmate ID# plus the 4-digit PIN number before accessing a dial tone.
- PIN numbers may be turned off at any time at the discretion of MCDC/MCCF staff.
- A maximum time limit may be set for any type of call and/or all calls related to an individual or group.
- Debit cards can be purchased through the commissary for local calls.

**No three-way calls are allowed. Any attempts to make these types of calls may result in disciplinary action and/or loss of phone privileges.**

## **INMATE MAIL**

**MAIL CORRESPONDENCE** MCDC and MCCF policies do not limit the amount of authorized mail correspondence.

**RECEIVING LEGAL MAIL** All legal mail from a court or attorney will be opened in your presence by a correctional staff member. Legal mail envelopes will be confiscated for security reasons. Inmates will be allowed to copy the return address, if needed. In addition, any mail received which is determined to pose a serious threat to staff, inmates, or to the security of the institution, will be reviewed for possible criminal charges and will not be forwarded to the inmate.

**SENDING LEGAL MAIL** Inmates at MCCF who have less than \$1.00 in their inmate account are eligible to order an indigent kit from Inmate Commissary that includes writing paper, envelopes, and a pen. The facility will pay the reasonable U.S. mail postage to mail the necessary legal correspondence of indigent inmates. Similar legal supplies to use in sending out legal mail (writing paper, envelopes, and pens) are available to non-indigent inmates for purchase using their commissary funds. Legal mail correspondence must be stamped or marked legal mail and meet the MCDOCR definition of legal mail. Your name, facility ID number, and housing location must appear in the upper left-hand corner. The facility will not pay for certified mail. All certified mail, including cost, is the responsibility of the inmate. Inmates should send it out to family or friend to assist in taking it to the Post Office to be mailed as certified mail.



**INCOMING MAIL** While every effort will be made to deliver all incoming mail, inmates are advised to notify all persons corresponding with them of their facility ID number. The use of this ID number will ensure proper and prompt delivery of your correspondence. If inmates have been booked into the institution under an alias, the sending correspondent must use that name on facility record, or the sent mail will be returned to sender.

Written communication between inmates within the facility or between inmates of MCCF, MCDC or PRRS, otherwise known as “Jail Mail” is not permitted. Correspondence between inmates from various local detention facilities or state correctional facilities must be approved by the Warden from each facility.

#### **ADDRESSING INCOMING MAIL**

Montgomery County Correctional Facility (MCCF)  
Inmate Name and Inmate Facility ID Number 00-00000  
Inmate Housing Location  
22880 Whelan Lane  
Boyds, Maryland 20841

All mail should be addressed to Montgomery County Correctional Facility regardless of which facility the inmate resides in. The mail will be screened and processed at MCCF and sent to MCDC daily.

**INCOMING MAIL PROCESS, SCREENING AND CONTRABAND** All incoming mail will be screened for contraband. Only correspondence or pictures admissible into the U.S. Postal Service and approved by the proper authority will be accepted (as long as they pose no threat to the facility). **Any attempt to mail contraband into either facility (cigarettes, drugs, etc.) will be fully investigated and referred for criminal charges if appropriate.**

**All incoming mail will be photocopied, and originals will not be provided to inmates.** The photocopy of the mail will be delivered to the inmate and the original mailing will be held in a secure location with limited access for sixty (60) days after which it will be destroyed. If an inmate desires to have an outside party pick up the original mailing, the inmate must complete a Property Release form identifying the individual who is permitted to pick up the mailing. The Property Release form must be completed within 30 days of the date that the inmate receives the photocopied mailing. The mailing must be picked up within 60 days from the date that the inmate receives the photocopy of the mailing. This mail process is non-grievable.

All originals will be stored in a secured cabinet for 60 days and then destroyed. The decision to deliver a photocopy of your mail and not the original mailing is non-grievable. Inmates may request to have an outside party collect the original copy. If an inmate wants to have an outside party pick up the original copy, the inmate must complete an Inmate Property Request/Release Form (DCA 14A) identifying the individual who will pick up the original mailing. The individual picking up the original mailing will be required to present photo identification to prove that they are the individual identified on the DCA 14A. The DCA 14A must be received within 30 days from the date the photocopied mail was delivered to the inmate. Any individual picking up mail for an inmate must do so within 60 days of delivery of the photocopied mail to the inmate.

The locked cabinet containing original mailings will be accessible only to mail personnel or designees. Outside parties may pick up the original mailings during the following days and times only: Monday through Friday 7am -3pm (excluding holidays) at MCCF. Original mail will be destroyed after 60 days if no one has come to pick it up.

All incoming personal inmate mail that is deemed deliverable (not contraband or otherwise prohibited) will be provided to you in the form of a photocopy. This includes photographs but not legal mail or publications (i.e., books and magazines coming directly from a publisher).

**MAIL CONTRABAND** Should any piece of mail contain an item or items deemed contraband, the entire contents of the envelope/package will be returned to sender unless a portion of it is deemed acceptable and can be separated without compromising the integrity of the mailing.

- A. Items such as stamps, envelopes, paper, etc. will not be accepted through the mail since they are available through the commissary.
- B. Cash or personal checks will not be accepted through the mail.
- C. Information printed from computer websites and chat rooms will not be accepted unless it is case law or legal reference material that is not in excessive quantities. We will accept no more than ten (10) pieces of paper at a time.
- D. No materials will be accepted that are deemed pornographic in nature, containing any nudity, or identified as being gang related. Pictures or images with any hand signs will not be accepted.
- E. If any one (1) photograph in a group of photographs sent to an inmate is deemed not deliverable, the entire grouping of photographs will be returned. Photographs ordered and arriving from a third-party vendor will not be accepted and will be returned to sender.
- F. Any incoming mail items may not contain any of the following contraband or restricted items to include drugs, tobacco, weapons, paper or coin currency, driver's license or other ID/personal information documents, pens/pencil/markers, stickers, rubber bands, paperclips, staples, binder clips, metal, plastic, jewelry, explicit nudity and pornography, cell phone/electronics, gang materials, any liquids or items having liquid not issued from commissary, book/newspaper clippings, crossword puzzles, calendars, or books larger than 3 inches thick or larger than 8.5 inches by 11 inches.

**BOOKS AND PUBLICATIONS** Books may be permitted which are sent directly from a publisher, recognized book club, bookstore, vendor, or distributor and are not determined to contain contraband or present a danger to the facility or occupants. The facility has a full-service library branch of the Montgomery County Public Libraries from which inmates can request various titles provided the titles are within the collection of the library system. Examples of publications which may be accepted from an outside source include legal materials, long distance learning material/validated correspondence, educational material, publications covered under the Consular Notification Act and religious publications (Bible, Quran, etc.) that cannot be obtained from the Chaplain. A Property Request Form (DCA- 14) must be completed and approved by the Shift Supervisor for reading materials which are no longer in print or are being sent from a source other than a publisher, recognized book club, bookstore, vendor, or distributor. Received materials may not have stapled bindings.

If a publication has been mailed to inmates without the inmate's prior request, and it is deemed safe to enter the facility, inmates will be notified. Inmates will have the opportunity to accept it by completing the Property Request Form (DCA 14) or inmates may reject the sent publication in writing, and it will be returned to sender.

If inmates would like to order a subscription for a magazine, inmates must get prior approval by completing a Money Release Form (DCA-14C) and have a check drawn from your inmate account to provide to the subscription vendor. Inmates will not be permitted to order publications or merchandise which will be billed at a later date.

Packages, with the exception of publications, will not be delivered to inmate unless a completed Inmate Property Form (DCA-14) listing the items expected has been submitted to and approved by your Custody and Security Supervisor (Captain) or designee.

**BOOK MAXIMUM** There is a limit of 7 books (including magazines and library books) per inmate, per cell. It is the responsibility of the inmate to make sure there are not more than 7 books in their cell at any given time. Any books over the limit will be confiscated and considered contraband. If any of the excess books are library books, they will be returned to the library.

**RELEASE PROCESS FOR INMATE BOOKS/MAGAZINES** Inmates who possess more than the allowable seven (7) books, must either donate them to the MCCF Library or request to have them placed in their inmate property prior to receiving additional books/magazines. Additional books/magazines will not be provided to the inmate if they are on record for having seven (7) already and if received at the facility will be returned to sender. For any excess non-library books, inmates will be given an opportunity to have a visitor pick up the excess books. It is the responsibility of the inmate to notify the individual who they have chosen to pick up the books. If the identified visitor does not pick up the excess books within 30 days, the excess books will be considered abandoned and will be destroyed unless they are donated or added to inmate property in storage.

**BOOKS TO INMATE PROPERTY** If an inmate wants to have someone pick up the excess books, the inmate must complete a property release form identifying the books to be released and the person to whom they will be released. If inmates are releasing books/magazines to their property, a confiscated property receipt (DCA 14B) must be completed to include the complete title of the book/magazine.

**DONATING BOOKS** If inmates are donating books/magazines to the MCCF Library, the complete title of the book/magazines must be included on the DCA 549D Donation Form.

**RELEASING MAIL, PHOTO PICTURES, AND DOCUMENTS**

- A. If an inmate wants an outside party to pick up the original mailing documents of copies they received, the inmate must complete a DCA 14A (Inmate Property Request/Release Form) identifying the person who will retrieve the mailing. The completed DCA 14A should be returned to their Housing Pod Officer.
- B. The inmate must include the date the mail/pictures were received by them on this form. (The copies of all mail have a time stamp including the date for reference). The time and date stamped on the copied mail must be included on the DCA14 A form as the mail is not stored by inmate name. Writing "ALL MAIL" is not acceptable, as mail is filed by date of receipt, not by name.
- C. The completed DCA 14A will be forwarded to the MCCF Mail Clerk who will keep the forms at MCCF.
- D. The individual picking up the mailing from MCCF must present identification showing that they are the individual named in the DCA 14A. The designated person can pick up the mail three (3) days after the DCA14 is completed, as long as all necessary information is included.
- E. The mailing must be picked up within 60 days unless otherwise approved by the Deputy Warden of Custody & Security due to exceptional circumstances.
- F. **Please note that all picture and mail requests for pick-up occur at MCCF - not at MCDC.**

**OUTGOING MAIL** For outgoing mail to be processed, all letters must have the name of the sender (inmate) as designated in our records. No mail will be sent out using a nickname or alias. The return address must be that of MCDC or MCCF. Any mail using a different name or address will not be processed or returned. Stamped envelopes are available through the commissary only. Any outgoing mail, with the exception of legal mail for indigent inmates (see below) which has no postage or insufficient postage on the envelope will be forwarded to the Deputy Warden of Custody and Security for further disposition. Please seal all correspondence prior to submitting it to the Correctional Officer in your area or before placing it in the mail collection box located in each housing area. The facility will not pay for certified mail.

**OUTSIDE MEDIA ACCESS** All inmates have the opportunity for access to the media to include visitation, telephone (collect calls), mail, and receipt of newspapers and periodicals. Access is limited only to maintain order and security. Media requests to contact inmates should be in writing. If agreeable, the inmate signs a release form, and this is forwarded to the Deputy Warden of Inmate Services. The inmate is advised to contact their attorney prior to speaking with Media. The final decision to speak with the media, however, rests with the inmate. The Department accepts no liability/responsibility should the inmate choose to do so.

**ADDRESSING OUTGOING MAIL** The accuracy of the postage and mailing address affects the speed and handling of mail. Incomplete address information or insufficient postage on mail will not be processed, a full mailing address and return address must be listed. Do not reuse stamps or envelopes if you want your mail to be processed correctly!

The diagram illustrates the layout of an envelope with the following labels:

- Return Address**: Located in the upper left corner.
- Extra Services**: Located in the upper middle section, to the right of the return address.
- Postage meter or Stamp**: Located in the upper right corner, enclosed in a box.
- Recipient's Name**: Located in the center of the envelope.
- Organization**: Located directly below the recipient's name.
- Street Address**: Located below the organization name.
- City, State, Zip**: Located at the bottom of the address block.

**Return Address:** Print your address in the upper left corner on the front of the envelope. Do not write return address too big, the machine will catch the return address and send it right back to you.

**Extra Services:** Place labels for extra services above the delivery address and to the right of the return address.

**Recipient Name:** Print recipient name in the middle of the envelope, lower than the return address.

**Name of Organization:** Name of organization goes directly under the recipient's name.

**Street Address:** Use a post office box or street address, but not both. If the address has a directional code (for instance, "NW" for Northwest), be sure to use it. There may be more than one Main Street.

**Apartment or Suite Number:** The correct apartment or suite number helps to ensure delivery to the right location.

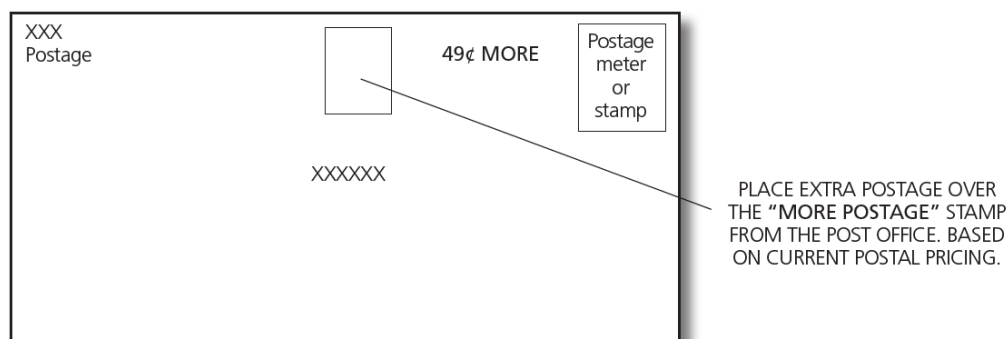
**City, State and Zip Code:** Make sure you have the correct spelling of the city, state, and zip code. Using the correct zip code helps to direct your mail more efficiently and accurately. Make sure zip code is clear and large enough to see.

**Postage:** Use stamps or a postage meter for the correct amount. When mail comes back to you asking for more postage, place this additional postage on top of what it says is needed. If inmates are mailing more than four (4) pieces of paper at a time, at least two (2) postage stamps need to be applied. For each additional four (4) pages, another stamp needs to be applied. If using a large envelope, at least two (2) stamps should always be applied, even if only one piece of paper is inside.

### ***Need More Postage?***

When mail comes back to you asking for more postage, place this postage on top of what it says is needed.

Example



**RETURNED MAIL** If a mailing has been sent to an inmate, including letters, packages, publications, etc., and has been deemed that it cannot enter the facility, the inmate and the sender will be notified that the mailing is being rejected and returned to sender. Inmates will have 20 days from the date of notification to file a written appeal with the Director or Director's designee regarding the rejected mailing. If an appeal is not filed within 20 days, the appeal is deemed waived. The mailing will be kept by DOCR until the appeal time expires. If an inmate files a timely appeal, the Director or designee may allow the inmate to review the mailing, unless it is deemed to be contraband or a threat to institutional or personal security. The Director or designee will have a reasonable amount of time, not more than 30 days to respond to your appeal. If there is a cost to return any mailing to the sender, it will be the responsibility of the sender to pay for the return shipping. The sender must notify the Director or designee within the appeal time of his or her desire to pay for return shipping. If the inmate wishes to pay the return shipping cost, the inmate must provide written notice to the Director or designee of his/her intent to pay and must provide sufficient funds to cover the cost. This notice and payment must be received by the Director or designee within 20 days from the date of the return to sender notification. If sufficient funds to return the mailing are not received from the inmate or the sender within the 20 days, the mailing will be destroyed. A copy of the Department's Mail Policy, 1200-6.1 is available for review in the law library.

# **INMATE GRIEVANCES**

**INMATE GRIEVANCES (DCA-512)** If inmates have a complaint concerning matters inmates feel are unjust or not in compliance with jail standards, inmates may request an Inmate Grievance Form (DCA-512). This form should be fully completed and returned to a correctional staff member within thirty (30) days of the problem occurring with the exception of any PREA related matters. The Inmate Grievance Form should describe the inmate's concerns and recommended remedy. Only one (1) issue should be included on an Inmate Grievance Form at a time. Inmates will receive a response and decision to the grievance concern and will be notified in writing or in person by a correctional staff member.

**A grievance can cover any issue, except for an issue that is non grievable. Issues that are not grievable matters include:**

- A. State and Federal Court decisions and orders.
- B. County, State and Federal laws and regulations.
- C. Parole Board decisions and orders.
- D. Department/Facility Policies and Procedures
- E. Adjustment Committee decisions (Matters relating to a disciplinary matter are submitted through an administrative appeal process)
- F. Other matters beyond the control of the Department of Correction and Rehabilitation.
- G. Mail issues including returned mail and copied mail.

Prior to filing a grievance, inmates should attempt to make the complaint known to a staff member. Inmates should verbally present their complaint informally to an officer or other staff member. The officer or staff member shall attempt to resolve the issue at that level. If the issue is not resolved at that point or inmates feel they did not receive an adequate response, inmates should take steps to file a formal written grievance.

**No more than one complaint may be written on a single grievance form.**

**Do not write more than one grievance for the same issue.**

These are the steps of the grievance process:

**STEP 1:** An inmate requests an Inmate Grievance Form from a correctional staff member. Inmates need to completely fill out the necessary areas on step one of the grievances. Be clear, describe in detail the issue/problem, and state the recommended remedy. Inmates should submit their grievance to a correctional staff member in your housing area. The receiving correctional staff member then reviews the grievance and will respond back with an answer to the grievance, forward the grievance to the appropriate section or individual (i.e., Medical, Case Manager, etc.), or make note that the issue is non-grievable. The correctional staff member will then return the grievance to you. Inmates are then required to either accept the action or not accept the action.

- A. If an inmate chooses to accept the action, the inmate must sign the grievance acknowledging their agreement, at which point the inmate will receive a copy of the grievance that the inmate may retain for their records.
- B. If an inmate chooses to not accept the action, the inmate must write their reason for disagreeing, sign and date the grievance again, and return the grievance to the staff member (the inmate will then receive a copy). The staff member will then forward the grievance unless it is non-grievable.
- C. If the issue has been determined to be non-grievable by the staff member, the staff member will mark the appropriate area, explain why the grievance is non-grievable, and return the grievance to the inmate. The inmate must then sign the grievance and return it to the staff member; the inmate will then receive a copy of the grievance. If the issue is deemed to be non-grievable at any stage of the process, whether an inmate agrees or disagrees, it will stop at that stage.
- D. If at any point an inmate refuses to sign the grievance form, the correctional staff member will note that refusal on the form as documentation of the opportunity and request to do so.

STEP 2: If the grievance has made it to step two, the appropriate area or personnel it was referred to will follow the same steps above in attempting to resolve the grievance, with the exception that they have ten (10) working days from receipt of the grievance to answer the grievance. Inmates will again have an opportunity to accept or not accept the actions, and Inmates will receive a copy of the grievance at this stage.

STEP 3: If the grievance has made it to step three, the appropriate Section Head or designee will follow the same steps above in attempting to resolve the grievance, with the exception that the Section Head or designee has ten (10) working days from receipt of the grievance to answer the grievance. Inmates will again have an opportunity to accept or not accept the actions and will receive a copy of the grievance at this stage.

STEP 4: If the grievance has made it to step four, the Warden will review the grievance and give a response within ten (10) working days of receiving the grievance. The Warden's response is final at the departmental level. Inmates will receive a copy of the grievance at this stage.

STEP 5: To appeal the Warden's action, inmates must forward a written statement to the Department Director within ten (10) working days explaining the reason(s) for such an appeal. Inmates must attach supporting documentation and the proposed remedy. Also, inmates must identify the date and nature of the grievance at issue.

NOTE: As the grievance moves from one step to another, the ten (10) day rule is re-imposed. It should not be assumed that the entire process will be completed within the first ten (10) day period.



# **INMATE VISITATION**

**PROFESSIONAL VISITS** Professional visits by representing attorneys for legal access to inmate clients are available daily at both MCDC and MCCF. Other professionals seeking visits with an inmate in custody must be authorized by Custody and Security in advance. Such professionals eligible for facility visits include attorneys, bondspersons, clergy, news media, and other approved professional services staff. Inmates may decline a professional visit if it is not court ordered or related to a law enforcement matter.

**FAMILY VISITING** During periods of modified operations, the facility visiting schedule may be reduced and/or changed as needed based on operational needs. Updates will be announced with notification to the inmate population and posted on the MCDOCR website.

There will be no visiting at MCDC except for inmate workers assigned there who are authorized to have two (2) visits per week based on the facility visiting schedule. Each eligible inmate at MCCF is authorized to have two (2) visits per week with authorized visitors during scheduled visiting hours. The visiting week begins on Sunday. A daily visiting schedule is posted in each living area. Relatives and friends may visit unless disapproved by the Warden (MCCF/MCDC) or their designee. Inmates on pre-placement, disciplinary, or any other restricted status are not allowed visits. In addition, inmates who are participating in any school, work, or program (Bible Study, etc.) at the time of the family visit will not be sent to the visiting area (\*except for MCCF evening kitchen workers). Inmates should inform potential visitors of any program schedule conflicts.

A Custody and Security Supervisor or designee shall respond to questions related to a visitor's rejection or suspension. Should this occur, this information will be shared with the Pod Officer and inmate.

All minors must be accompanied during the visit by a parent, legal guardian, or other responsible adult (as determined by DOCR staff). Only four (4) visitors may visit an inmate at a time, provided they register together. All adult visitors must have valid ID to be admitted. Each visitor's full name and complete address must be registered and logged onto the inmate's Visiting Record. Each inmate's Visiting Record is electronically added to the visiting database at the Visiting Desk. When visiting an inmate, a visitor will only be able to visit the inmate whom they identify as the inmate they are visiting. No switching from inmate to inmate will be permitted. An inmate's wife or husband who is under eighteen (18) years of age may visit with a valid marriage certificate. Proof of the above must be provided or the visit will be denied. All visiting records are considered facility records, they are not inmate records.

Special visits for inmates may be approved under certain circumstances. Normal time for all visits is forty (40) minutes at MCCF, one (1) hour at MCDC. Inmates must sit in the seat assigned by the Correctional Officer. Moving from the assigned seat is grounds for immediate termination of the visit and possible disciplinary action.

Inmates must return promptly to their housing pod after a visit; refusal or delays in doing so will be cause for disciplinary action. Movement to and from the visiting room constitutes a visiting period.

**VISITOR ACCOMODATIONS** When auxiliary aids and services are necessary to ensure effective communication between inmates and visitors, the auxiliary aid or service will be provided within a reasonable period of time following request, unless their provision constitutes an undue burden or is otherwise excused by law. To ensure effective communication with inmates and their visitors who are deaf or hard of hearing, the facility can provide appropriate auxiliary aids and services free of charge, such as: sign language and oral interpreters, TTY's, note takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders, and open and closed captioning of information materials. Visitors and inmates should ask a correctional staff member for assistance.

**VISITOR DRESS CODE AND CONDUCT** The Department of Correction and Rehabilitation is a place of professional business and wearing revealing, suggestive, or otherwise inappropriate attire is strictly prohibited. Proper attire, including wearing shoes, shirts/blouses, and bras, is regarded as a pre-condition of admission. **Visitors failing to comply with dress code regulations shall be denied entry.**

**The following types of visitor apparel will not be permitted:**

- See-through (transparent) & spaghetti strap type garments
- Shorts above mid-thigh level (inseam length)
- Skirts above mid-thigh level (hem length)
- Skirts with splits that extend above the mid-thigh
- Tube/tank top athletic shirts and halter tops (regardless of gender)
- Shirts or jerseys that expose the midriff or significant portions of the torso, and low-cut blouses or shirts
- Spandex clothing (skintight), such as aerobic and jogging attire
- Ragged, skintight or torn jeans (exposing portions of the body above mid- thigh)
- Sunglasses
- Hats / Ball Caps
- Hooded Sweatshirts

**Any visitor failing to clear the metal and CellSense detectors  
will be denied entry into the visiting area.**

All DOCR facilities are smoke and tobacco-free, and these items are not allowed in the facility. **Inmates or visitors found in possession of tobacco, or any other form of contraband will be immediately removed from the visiting room, and inmates will be charged with a disciplinary infraction.**

**If the conduct of any person during a visit becomes disorderly, the visit will be terminated.** This includes visitor supervision of minor children accompanying them who need to be supervised and with the adult at all times.

## **CASE MANAGEMENT SERVICES**

**INTAKE AND ASSESSMENT** An initial intake interview is completed with each inmate by a Case Manager. This intake gathers information self-reported by the inmate about their background and current needs. The Case Manager completes a Needs Assessment and provides initial referrals to recommended programs and services as appropriate. All inmates will receive an *Inmate Guidebook* from an Inmate Services Case Manager during their initial intake interview. If an inmate needs another *Inmate Guidebook*, one will be provided by the Case Manager.

**FACILITY ORIENTATION** Following completion of the initial intake interview, a Case Manager will provide inmates with a facility orientation. During orientation, an overview of rules and regulations will be presented. All inmate questions regarding programs, services, and facility operations will be answered during the case management intake interview and facility orientation. Inmates will be asked to sign intake documents verifying that the orientation information was received and was understood. Interpreter services will be made available if needed.

**INMATE CLASSIFICATION** MCDOCR is required to house a wide variety of inmates with different charges, backgrounds, and needs. To accommodate these inmate differences, MCDOCR utilizes an ongoing classification process, which begins when an inmate is received into the facility and continues until the inmate is released. As such, it is a process intended to address the needs of the offender, as well as those of the facility.

The classification process manages the total inmate population with regard to appropriate inmate housing, program involvement, and institutional work assignments. Decisions are based on information related to the inmate's present adjustment and functioning, as well as personal, criminal, institutional, psychological, medical, and social histories. These decisions shall not discriminate against any person based on sex, race, age, color, disability, religion, national origin, or political or religious beliefs. Please be advised that it is the inmate's responsibility to notify the staff if they are having any problems in their housing area or feel that their safety is in jeopardy.

**CLASSIFICATION AND HOUSING UNIT ASSIGNMENTS** Following an inmate's transfer from MCDC to MCCF and after the inmate has attended an orientation to the institution, the inmate's intake information will be processed by the appropriate staff member and their primary housing assignment will be determined. Variables considered for primary classification include but are not limited to: type of offense, prior offenses, notoriety of offense, victimization potential, age, physical limitations, medical concerns, psychological stability, passive/aggressive behavior, gender identity, and personal interview. After review of the above information, the Classification Correctional Specialist will then decide each inmate's primary classification assignment.

**An inmate's refusal to report to their assigned housing pod is an institutional infraction and may result in disciplinary or administrative actions.**

**CLASSIFICATION REVIEWS** Classification reviews will be conducted routinely by the Case Managers. Based upon the unit staff's decision regarding recommendations made by the inmate's Case Manager, inmates may be directed to change housing assignments, or be housed with new cellmates. Inmates are expected to regard reassignments as orders and comply as directed. Inmates may appeal a classification action by sending a written request to the Deputy Warden of Inmate Services. Classification problems of an emergency nature should be reported to the Correctional Officer assigned to the living area who will seek prompt action by the Custody and Security Supervisor, or Correctional Specialist on duty at the time. Final resolution of classification problems is the responsibility of the Custody and Security Supervisor or Correctional Specialist IV or designee.

**CASE MANAGEMENT SERVICES** When an inmate is assigned to a primary housing location, he/she is interviewed by the Case Manager assigned to that area. During this interview, the Case Manager reviews the Needs Assessment to determine the inmate's legal status, educational level, special skills, and program interests. The Case Manager uses this information to refer the inmate to appropriate institutional programs. During future contact, the Case Manager or Correctional Officers may determine that an inmate would be more appropriately housed elsewhere in the facility. Should this occur when classification staff is unavailable, the Correctional Officer should write a DCA-36 documenting his/her recommendation for the housing change and submit it to classification staff. All classification status changes that occur after primary classification are considered to be a reclassification. Reclassification occurs both on a scheduled and on an as-needed basis. Appropriate reclassification forms indicating the reason(s) for this action are completed and retained in the inmate classification file.

A designated Case Manager is assigned to each housing pod for general problem solving, to provide information about all programs at MCCF, and to complete all referrals to appropriate staff and programs (i.e., JAS, Choices for Change, Workforce, AA, NA, Educational and Work Programs, and the Mental Health Unit). Correctional Officers also provide support and/or intervention. They are available to assist each inmate with any problems they may experience.

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**INSTITUTIONAL RECORDS REVIEW** Inmates may review their institutional classification file upon request. Requests should be directed to the Case Manager assigned to the inmate's living area. Records may contain confidential or privileged information, which is inappropriate for general review. In these cases, Inmates will not be allowed to review that specific material. Reviews will be documented in the inmate's record. Except in extraordinary, documented circumstances, and inmate's request to review their classification file should be honored within thirty (30) days after receipt of the request.

**INSTITUTIONAL REPORT** If the judge, inmate, or attorney requests pre-sentencing information, an institutional report will be written and sent to the court. The report will outline inmate adjustment and program involvement. The content of this report will be based on an evaluation by the appropriate correctional staff. A parole commissioner may also request an institutional report to be prepared before a parole hearing is completed. If an inmate receives a sentence to the State Department of Correction (DOC), or is transferred to another jurisdiction, an institutional behavioral report (Transfer Alert Form) outlining his/her institutional conduct will be forwarded to the receiving agency on the day of transfer, or as soon as possible following the transfer. This report could affect his/her prison assignment.

## INMATE REQUESTS

- A. Request forms are available to inmates upon request from correctional staff members
- B. DCA-6 Inmate Request forms are used to ask for general assistance or information regarding programs and services. They are also utilized to request to see a member of the correctional staff, to ask for special visits or emergency telephone calls, or to request vegetarian diets. DCA-6 Inmate Request forms are to be used to contact the following sections: Canteen, Case Manager, Custody and Security Supervisor, Food Services, Legal Services, Library Services, Pre-Release Center (PRC), Property Clerk, Records, and Religious Services (Chaplain). If the section an inmate is contacting asks for a reason, the inmate must include as much information as possible on the form so the request can be processed/addressed as quickly as possible.
- C. **Please only complete one (1) request on each form.** Since multiple requests require one form for each request, inmates must let correctional staff know if they need more than one request form.
- D. Forms should be filled out completely and neatly, clearly describing the inmate's request, problems, or needs. Inmates should make sure to include their entire name, DOCR ID number, housing location, and the date.
- E. If an inmate is having difficulty completing the form, the inmate may ask the inmate pod rep or a correctional staff member for assistance.
- F. When completed, the request form can be either given to a Correctional Officer or placed in the designated request form box in the housing area to be reviewed by the Case Manager.
- G. **ANY MEDICAL RELATED REQUEST SHOULD BE SUBMITTED ON A MEDICAL SICK CALL SLIP.** No Medical requests should be made on the DCA-6 Inmate Request Form.
- H. ALL Medical dietary requests or allergies should be submitted to Medical on a Sick Call Slip for Medical Services to review and if needed Medical staff will notify Food Services of the needed accommodation.

## INMATE SERVICES

**BARBERING AND HAIR SERVICES** Barbering services are available on a scheduled basis by submitting a haircut order form or submitting a request through the kiosk on the housing pod. Consult the haircut order form for current costs and available services. Indigent inmates (inmates with less than \$1.00 in their inmate account) for thirty (30) consecutive days are eligible for an indigent haircut. The request for an indigent haircut is submitted via the kiosk or indigent request form. Inmates are not authorized to serve as barbers. Barbering services are provided via a professional barber approved by the Department to serve this purpose. Scheduling frequency is based on the availability of the professional barbers and may also be impacted anytime by operational needs within the facility. Any cancellation of services or services not received will be refunded.

**LIBRARY SERVICES** The MCCF Library is a branch of the Montgomery County Public Library (MCPL) system and provides opportunities for scheduled recreational reading book browsing and book circulation as well as dedicated legal information research sessions ("Law Library").

Library staff and inmates will treat each other with mutual courtesy and respect. Threatening speech and disruptive behavior will not be tolerated. Library staff is directed to maintain order, which may include removal of inmates in the interest of safety and security for all. Library resources will be respected as well.

**As established, each inmate can have no more than SEVEN (7) books (including library books and magazines)** in their cell at any one time. It is an inmate's responsibility to ensure that they do not have more than SEVEN (7) books in their cell. Any excess books will be confiscated as contraband.

Books are loaned for a four (4) week period. Books may be returned to book drops located at the entrance of each housing wing or in person during library visits. Damaged books, overdue books, or books otherwise unaccounted for may result in a loss of borrowing privileges as determined by Library staff. Library materials will be returned before an inmate is released from incarceration. Inmates found to have destroyed library property may be written up on an adjustment report, may be required to pay restitution, and may lose library privileges for a specified period of time.

**MODIFIED LIBRARY SERVICES** At any point, established library services may be modified or the MCCF Library closed to inmates based on operational needs for a single day or extended period of time. During lengthy periods of modified operations, the MCCF Library will provide services through written requests and delivery of available books to inmates in their housing area.

The MCCF Library process called ***Holds-to-Go (H2G)*** allows inmates at MCCF and MCDC (F1, F2) to request up to TWO (2) library books at a time. Rather than coming to the MCCF Library to sign out books directly, inmates may submit book requests using a new ***LibSlip Request Form*** and their requested books will be brought to the housing pods. The MCCF Librarians will sign out the requested books to the inmate in the library system and bring them to the housing pods each week. Books will be exchanged through a weekly rotation of pick-up and delivery by the MCCF Librarians in the housing pods using the library book carts. **Inmates may only have TWO (2) books signed out at any given time. Additional library book requests will not be honored until the inmate has returned the books already signed out to them in the library system.**

**Under any modified operational changes, inmates should continue to submit Law Library requests on the DCA-6 Request Form. Inmates should not use the DCA-6 Request Form for any library book requests - only the *LibSlip* request form.**

**GENERAL LIBRARY SERVICES** Housing units are scheduled to visit the library on a bi-weekly basis to circulate (check-out) books and to ask general reference questions. Inmates on Special Management/Disciplinary Status may make book requests by completing and submitting a DCA-6 Request Form for book delivery. Library visits are not rescheduled when they fall on days of library closure or for other institutional concerns. Inmates are responsible for any loss or damage to any library books signed out to them. A restitution fee of the library list price for the books may be assessed for any unreturned book or book damage.

**LAW LIBRARY SERVICES** Law Library sessions provide an opportunity for inmates to conduct research on their legal cases. Inmates may request Law Library attendance by completing and submitting a DCA-6. Library staff will schedule requesting inmates for the next available Law Library session. Adjustments will be made to the best of Library staff's ability to accommodate the scheduling requests of library workers and program participants. If the

library closes for any reason on a Law Library day, scheduled registrants will be rescheduled for the next available session.

During Law Library sessions, inmates have access to standard legal research and reference resources as well as to Personal Computers (PCs) for word processing only. Library staff and library workers will provide assistance regarding the legal reference collection, photocopying of legal materials, and other information necessary for the preparation, processing, and filing of legal documents, motions, and administrative legal matters. Civil matters (e.g., child support, divorce, lawsuits) are handled per specific document requests by inmates. All requests for assistance will be accommodated as staffing and time permit. Inmates on Disciplinary status are not allowed to attend Law Library sessions but may request legal documents and information by completing and submitting a DCA-6. Inmates do NOT have direct access to the Internet. Requests for Internet searches will be conducted at the discretion of the librarians. The librarians or library workers do not accept inmate typing requests. The Court accepts legible handwritten documents. Inmates who do not use law library time for a legitimate legal purpose or who otherwise do not comply with the rules of the law library, will lose law library privileges.

**Photocopying:** Inmates are responsible for photocopies or computer printouts in excess of 50 copies per week at a cost of 10 cents per copy. Copies in excess of 50 per week are charged to inmate accounts. Items not copied under any circumstance include certificates, letterhead, any forms of identification, maps, phonebook listings, photographs, word games, drawings, or sketches.

**No persons with legal training conduct Law Library sessions. The MCCF Librarians are not lawyers and do not provide legal advice.**

**Montgomery County accepts neither liability nor responsibility for inmate use of library computers, print materials, or requested documents. If an inmate is interested in legal information regarding their case, they can submit DCA-6 Request Form to request a copy of their docket sheet, specific legal cases, specific forms, Maryland statutes associated with their current charges, or definitions regarding legal concepts.**

**The MCCF Librarians can neither do legal research nor make assumptions about what an inmate is asking for.** To do so might constitute legal advice, which the librarians are not qualified to provide. Inmates should always discuss legal issues with their attorney or public defender before making critical decisions.

**MARRIAGES** It is the constitutional right of inmates to be able to marry during their incarceration. MCDOCR shall therefore permit inmate marriages to occur under certain conditions and requirements.

- A. All arrangements must be made by the non-incarcerated intended spouse, to include:
  - i. Obtain a marriage license as required by law.
  - ii. Obtain an official to conduct the ceremony.
  - iii. Ensure the official is properly licensed to perform the ceremony.
- B. The ceremony must occur during the inmate's regularly scheduled visiting hours. This will take place in the visiting hall and will count as a visit for the inmate. All other visiting rules shall apply.
- C. There will be no physical contact between the inmate and the intended spouse.
- D. It is the responsibility of the officiant to ensure that all necessary documents are signed.

- E. If the officiating minister wishes to have pre-marital counseling, the Chaplain may arrange for up to three (3) pastoral visits, and these visits may occur in the professional interview rooms.

**NOTARY SERVICES** Notary service is available upon request through an inmate's Case Manager. If an inmate needs a document notarized, they should make sure the document is completed but not signed by the inmate. The document will need to be signed in front of the Case Manager completing the notarization. Case Managers cannot provide legal advice or guidance on legal documents requiring notary services. Inmates should consult their attorney with any specific questions on what required documents are needed to meet their circumstances.

**PAROLE HEARINGS** The MCDOCR does not schedule parole hearings. This process is handled by the Parole Commission. Inmates should submit a DCA 6 to their Case Manager if they want to request a parole hearing. If Inmates are scheduled for a hearing, Inmates will be notified as soon as the MCDOCR is informed that a hearing date has been set. If an Institutional Report is needed for the Parole hearing, it will be prepared by the inmate's Case Manager. All parole paperwork comes from the Parole Commission. Parole is a privilege and not a right.

**PRE-RELEASE REENTRY SERVICES (PRRS)** The Pre-Release and Reentry Services center is a structured community treatment and work-release program for offenders. Participants benefit from structured classes focused on job readiness and employment preparations as well as individual case management services. Contact visitation seven days a week, Home Visitation Passes, and Home Confinement offer greater opportunities to stay connected with family. Community passes for treatment services and leisure activities are also available. PRRS offers participants additional diminution credit off their release date.

For more information about the eligibility and selection process, inmates should submit a DCA-6 Inmate Request Slip to their Case Manager. Screening appointments are held weekly at MCCF. Individuals are eligible for consideration if Inmates are fully sentenced, with no detainers, and inmates can legally work in the community.

**REENTRY SERVICES** Reentry Services offers several programs and services opportunities for offenders to prepare for a successful transition from incarceration to their family and community. Effective reentry begins with the individual identified reentry needs of each offender with particular emphasis on education, employment, family and personal relationships, substance abuse and mental health treatment needs, and positive leisure and recreation. Following an assessment of identified reentry needs during the intake process, the Reentry Services staff assist offenders by providing resource information, assisting with referrals for specific workshops and programs offered at MCCF, and providing individual reentry case management and transition planning for eligible offenders. The current listing of available reentry programs, workshops and services is available from the Case Manager. If Inmates are interested in reentry programs or services, please complete and submit a request form.

For individuals who are fully sentenced and without any detainers, reentry case management services are available. Individuals will work one-on-one with a Reentry Services staff member to prepare plans, referrals, and any other coordination necessary for a successful return to the community. Reentry Services staff and other MCCF Program staff address offender reentry needs by teaming with providers from other County and State Agencies, local non-profits, faith-based organizations and local civic leaders. The Reentry Services staff coordinates connections to these critical



support services as part of individual reentry service plans. A Health and Human Services Benefits Specialist is also available to assist offenders and their families in connecting or reconnecting with social services entitlements.

There are a variety of reentry programs and workshops available to both pretrial and sentenced individuals, though some more intensive programs are available only to the sentenced population. The MCCF American Job Center is a primary reentry program where Offender Employment Specialists provide pre/post release job search and employment skills development for sentenced offenders. Other primary reentry program opportunities are provided through the education and specialty classes offered by the Model Learning Center and the intensive treatment program offered by Jail Addiction Services. In addition to these primary opportunities, Reentry Services offers a variety of resource information, workshops, and other programs specific to common reentry needs of the returning population. Interested participants should complete a Reentry Services Request Form or a DCA-6 Inmate Request Form and submit it to their Case Manager.

While the Reentry Services staff assists with reentry needs, an inmate's assigned Case Manager is responsible for providing sentencing, release data, detainer information and dispositions, as well as parole board coordination.

**REENTRY IDENTIFICATION CARD** The Department of Correction and Rehabilitation has established a temporary identification card ("Community Reentry Identification Card") for individuals who meet specified criteria upon release. Inmates should speak with their Case Manager or Reentry Services staff about eligibility. The purpose of this Reentry ID Card is to provide a temporary means of photo identification for individuals recently released from incarceration who do not have a current photo ID. This Reentry ID Card may be used to assist returning individuals with community access (check cashing, attendance at "photo ID required events"), identification for employment, and other lawful purposes. In addition, this Reentry ID Card may be used as a bus pass for Montgomery County Ride On and as a valid Montgomery County Library Card to be used at any local library branch. This Reentry ID card is valid for sixty (60) days from the date of the inmate's release.

**RELIGIOUS SERVICES AND PROGRAM ACTIVITIES** A full-time Protestant Chaplain is available to meet with inmates for religious and spiritual needs. A Catholic Chaplain, an Iman, and a Jewish Rabbi are also available on a regular basis. A representative from other faiths may be contacted for inmates by the Chaplain, if requested. The Case Manager will have a complete schedule of group/religious programs. Individual counseling services may be available upon request. Scheduled services are offered weekly in the following areas:

- A. Protestant Worship Services, Bible Groups (Spanish and English)
- B. Islamic Services and Studies
- C. Moorish Science Services and Studies
- D. Catholic Counseling and Services (Spanish and English)

If inmates wish to have their name placed on a religious program list, they must submit an Inmate Religious Request Form (available from Correctional Officer) to the Chaplain. An inmate may only attend worship services of one preference at a time. Once an inmate is attending services of some type, that will be considered their preference. Anytime an inmate wishes to change their religious preference, they must submit a request to the Chaplain and wait

at least thirty (30) days for the change to become effective. Inmates requesting a religious diet should follow the procedure outlined in the Food Services section of this *Inmate Guidebook*.

Institutional regulations restrict the wearing of certain religious items openly, such as head coverings. They are to be worn at religious services or in housing pods only. These items may not be worn to and from services or at any other time. These items may be subject to a search by any correctional staff member.

Different religions observe several significant occasions each year. Each religious group is authorized to have a special ceremony for two (2) such religious occasions annually (other than normal religious ceremonies). The Warden may make an exception to this policy, upon petition, within his/her discretion, for good cause shown.

Inmates at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. While there are a number of faith booklets and other enrichment materials donated and freely provided to the population, there are other primary religious items that are considered facility issued property with the expectation to be returned at the time of the inmate's release from facility custody. Religious books (Bibles, Qurans, Torahs, faith enrichment), rosaries, and prayer rugs are the primary issued religious items that are considered facility property that should be returned/collected at the time of the inmate's release from facility custody. Personal wear items provided, such as kufi's, hijabs, and yarmulkes, are not expected to be returned.

**VOTER REGISTRATION AND VOTING** Inmates are afforded the opportunity to register to vote and to also participate in election voting processes while incarcerated provided they meet eligibility requirements. Inmates are eligible to vote except if they are convicted and currently incarcerated for a felony charge. They can vote if they are held as a pretrial detainee for a felony, just not if they are convicted and serving a sentence. Inmates are eligible once released from confinement from a felony conviction, and they remain eligible with any misdemeanor charges.

Additional eligibility requirements to register in Maryland include:

- A. be a U.S. citizen
- B. be a Maryland resident
- C. be at least 16 years old, but at least 18 years old to vote
- D. not be under guardianship for mental disability
- E. not have been convicted of buying or selling votes
- F. not have been convicted of a felony, or if you have, you have completed serving a court-ordered sentence of imprisonment



Inmates should submit a DCA-6 Request Form to their Case Manager to request information, receive voter registration document and/or receive mail-in ballot request forms. Documents should be completed by the inmate and returned to the Case Manager in order for the documents to be submitted to the local Board of Elections.



# **FACILITY PROGRAMS**

**PROGRAMS AND WORKSHOPS** There is a wide spectrum of voluntary programs, groups, and workshops available to inmates while at MCCF. If Inmates are interested, inmates should submit a Request Slip (DCA-6) requesting to see their Case Manager.

Convicted Inmates may decline to participate in activities, services, and programs with the exception of housekeeping and personal hygiene, work assignments, or programs specifically mandated by statute, ordered by the sentencing court, or based upon written agreement.

Pre-trial Inmates may decline to participate in facility programming and work assignments with the exception of housekeeping and personal hygiene.

There are no co-educational programs except Basic Education and Special programs. Co-educational programs will not be conducted without the direct supervision of a departmental staff member, or a volunteer who has the specific approval of the Warden.

Due to potential security risks, any inmate with more than one (1) Keep Separate is not eligible to participate in certain institutional programs (i.e. school, work, etc.). Exceptions may be made on a case-by-case basis.

A range of program, groups, and workshops are available to request participation as long as an inmate is not in a restricted or special management status. Group participation may be limited or restricted due to misconduct, security status, medical, disciplinary, or administrative reasons.

Inmates involved in the work, school, Choices for Change (CFC), or Jail Addiction Services (JAS) programs must wait thirty (30) days after quitting or termination from their present program, to be eligible to apply for another program. Exceptions to this may be granted by the Deputy Warden of Inmate Services or the Warden (MCCF/MCDC), upon request by the inmate.

**CHOICES FOR CHANGE (CFC)** The Choices for Change (CFC) is one of the primary programs offered to offenders at the Montgomery County Correctional Facility. The program is conducted in a therapeutic community setting within three housing pods, one for female offenders, one for male youthful offenders ages 21 and under, and one for male adult offenders. Additionally, CFC is a designated housing placement and any male Offender ages 18 to 21 will be housed in W2.1.

The CFC program is based on the Carey Guides which provide a method for staff to assist offenders in identifying their criminogenic needs. This process enables offenders to recognize and begin to understand both personal and environmental factors which have contributed to their criminal and anti-social behavior. By working through various topics/exercises and actively engaging in group discussions, offenders can learn the skills they need in order to make positive changes in the future.

Upon entering the CFC pod, each participant will have orientation within one week. During this time, the individual meets with a counselor and is assigned to a CFC group, is screened for educational needs as appropriate, and has the pod rules and schedules explained. Correctional officers and counselors assigned to these pods work together as a team, have been trained in the philosophy of the CFC program and use a cognitive-behavioral approach in working with the program participants.

Offenders in the CFC programs who are age 21 and under and who have not obtained their high school diploma or GED are required to attend school. All CFC participants are expected to take part in the mandatory CFC groups. Other activities offered include programs such as anger management, parenting, conflict resolution, health education, and a variety of music and art programs/workshops. Community meetings are conducted regularly to provide information and address concerns within the housing pod.

**EDUCATION SERVICES FROM THE MODEL LEARNING CENTER (MLC)** The Model Learning Center is a multi-faceted educational program available to men and women who want to improve their academic and vocational skills. Educational services are provided to eligible students from Montgomery College and the Montgomery County Public School system. The full list of current and available MLC program classes is available from the Case Manager, and inmates should submit a MLC request slip if they are interested in participating. Common programs offered include the following:

- A. Adult Basic Education (ABE): Available to all inmates who require basic skills development in reading & language arts, science, and mathematics. The primary objective of the ABE program is to improve functional skills in these areas with the aim of ultimately sitting for the GED® exam.
- B. High School Equivalency (GED®): Available to all inmates who demonstrate reading & language arts, science, and mathematics competency at or above the ninth-grade level. The primary objective of the GED® program is to prepare students for the successful completion of the GED® examination.
- C. ESOL (English for Speakers of Other Languages): Available to all inmates. Offered to non-English speaking inmates to develop practical verbal and written English communication skills.
- D. Pre-Placement Assessment: Inmates who are screened by their Case Manager and referred for GED® or vocational programming will be given an educational assessment in the form of a CASAS Reading & Language Arts and Mathematics exam.
- E. MCPS Special Education and Related High School Services: Available to anyone 21 years of age or younger who has an Individualized Education Plan (IEP)
- F. Bridge To College: Available to all inmates with a high school diploma, GED® or previous college experience. Admission, placement and financial aid counseling are provided by Montgomery College.
- G. The Official GED® Exam: Available to all inmates who demonstrate reading & language arts, science, and mathematics competency at or above the twelfth-grade level. The Official GED® exam is administered onsite at MCCF by a Pearson Vue certified proctor.
- H. ServSafe® Food Manager's Certification: Available to all inmates who demonstrate reading & language arts competency at or above the ninth-grade level. Upon successful completion of the course, a Food Manager's certificate is awarded by the National Restaurant Association.
- I. Microsoft Foundations: Available to all inmates. This computer course offers instruction in Word, Excel, Keyboarding, and Power Point.

An inmate can be removed from any school program for:

1. One (1) unexcused absence
2. An incident report for poor performance or disruptive behavior not serious enough to warrant an adjustment report
3. An adjustment report resulting in a guilty finding
4. Three or more Category III Offenses occurring in a 90-day period for any reason

**The availability of these education programs is dependent upon instructor availability and the number of interested potential participants.**

**Current class program offerings will be updated and announced by Case Management.**

**JAIL ADDICTION SERVICES (JAS)** The Jail Addiction Services Program is a collaborative effort by the Department of Health and Human Services (DHHS), Adult Mental Health & Substance Abuse Services, and the Montgomery County Correctional Facility (MCCF). The first goal of this program is to decrease the number of criminal offenses committed by alcohol and drug abusers in the Metropolitan Area. The second goal is to increase the likelihood of recovery of individuals engaging in the recovery process.

Specific services include:

- A. Assessment and Orientation
- B. Individual Treatment Planning
- C. Education and Peer Groups
- D. Family Care Education Groups
- E. Participation in Self-Help Groups
- F. Individual & Group Therapy session
- G. Referral and Case Management services

Requests for participation in JAS should be referred to the inmate's Case Manager. As a requirement for participating in the Jail Addiction Services (JAS) Program, all members are directed to maintain the confidentiality of information shared within the program. Inmates who have entered the JAS program are not to repeat any information they obtain from or about other members while participating in the JAS program, unless the information represents an immediate, life-threatening situation or a serious breach of security. The confidentiality of information obtained within the JAS program is to be maintained throughout the inmate's incarceration at MCCF, whether or not they remain in the JAS program the entire time.

Substance abuse and recovery support groups are available at MCCF to include SMART Recovery, Alcoholics Anonymous (A.A.), and Narcotics Anonymous (N.A.). Requests for these programs should be referred to your Case Manager.

**WORKFORCE AND EMPLOYMENT SERVICES** Workforce and employment services are offered at the MCCF American Job Center through WorkSource Montgomery. The American Job Centers are Montgomery County's "One Stop Career Center" where state, local, and county organizations work together to provide employment and training assistance to job seekers in one place. WorkSource Montgomery provides career resources, computers, workshops, and access to career fairs and recruitment events. These services are provided at two local community offices as well as at MCCF which supports the unique needs and considerations of offenders. MCCF's American Job Center provides an intensive curriculum of both job readiness and life skills classes in combination with other program supports and volunteer engagement. Participants gain hard and soft skills, interview preparations, resumes and other important documents prior to release.

## **INMATE FACILITY WORK ASSIGNMENTS**

**INMATE FACILITY WORK ASSIGNMENTS** Institutional work assignment is a privilege, not a right. Based on both eligibility and suitability reviews and final approval, an inmate may be selected for an institutional job assignment, which can be either inside or outside of MCDC/MCCF.

There are a variety of job assignments at MCCF. There are also a limited number of positions available at MCDC. All workers who are assigned to MCDC, and are therefore housed there, are also expected to comply with all rules and regulations noted in this *Inmate Guidebook*. Most job assignments will require seven (7) days per week of actual or "On Call" work duty. Sentenced inmates will be given priority for job assignments. Kitchen workers are required to shower just prior to reporting to work and wear white coveralls, hairnets, and gloves if in direct contact with food, and to wear appropriate footwear at all times. The institution provides hats, gloves, and raincoats as needed. Inmates assigned to paid work details are paid at a rate prescribed by law.

- A. Those inmates assigned to jobs which are outside of MCDC/MCCF require a higher level of clearance, and must be approved by the Classification Supervisor, Deputy Warden of Inmate Services, Deputy Warden of Custody and Security, and the Warden. All job assignments are performed under the supervision and direction of staff. Inmates may be issued protective clothing and equipment as needed and will be required to wear a wristband of a designated color to identify them as workers.
- B. Both pretrial and locally sentenced inmates may be considered for regular work placement. If an inmate desires to participate in the work program, they must complete a Request Form (DCA-6) and forward it to their Case Manager. The Case Manager will then complete and forward a Classification Action Form for institutional work to the Custody and Security Supervisor and appropriate Correctional Specialist IV (CSIV). Prior to forwarding this form, the Case Manager will review the inmate's MCDOCR record including current charges, sentence status, criminal history, special classification list, adjustment history, and may conduct a personal interview with the inmate. All of this information shall then be reviewed jointly by the Custody and Security Supervisor and CSIV, who will make the determination as to whether the inmate is approved

for work and which work assignment the inmate is eligible for. If no agreement can be reached, the case shall be reviewed by the Deputy Wardens or Warden.

- C. The names of all inmates cleared for work programs will be maintained by the CSIV handling job assignments. He/she shall direct the medical clearance and hiring of all workers and will maintain an active work roster/wait list. An inmate may request a transfer from one work assignment to another institutional job assignment, only with the approval of the CSIV and the inmate's work supervisor. These decisions will be based on seniority, work performance, security approval, and the overall needs of the institution.
- D. Each inmate worker will sign a work agreement prior to being placed in a job. Failure to meet any part of this agreement will be reason to remove that inmate from any work program. In addition, each inmate worker will receive a job description pertaining to his/her assigned job.
- E. A thirty (30) day waiting period is required for eligibility for the work program in the following situations:
  - 1. Upon revocation and return from Pre-Release Reentry Services (PRRS).
  - 2. Following a guilty finding by the adjustment committee, excluding a suspended sentence. The thirty (30) days will begin following the last day of restrictions.
  - 3. Removal from any institutional programs (i.e., JAS, CFC, school, etc.) prior to satisfactory completion of this program and without the consent of appropriate staff.
  - 4. Removal from work based on an incident report for poor performance or disruptive behavior not serious enough to warrant an adjustment report.
  - 5. Upon quitting any work/program assignment without prior authorization of the CS IV handling work assignments, or appropriate program staff.
- F. Inmates denied the opportunity to work will be notified in writing of the reason for this decision. An appeal of this decision may be submitted to the Deputy Warden of Inmate Services or designee for reconsideration. The inmate will be notified of the decision on the appeal within five (5) working days of receipt of this appeal letter.
- G. The Warden or designee is the final authority in all matters concerning work program participation or status. Should an inmate pose a threat to institutional security, the Warden or designee may limit or preclude an inmate from work consideration at any time. Furthermore, any inmate removed from a work program for violations of major institutional rules is not to be rehired without the explicit consent of the Warden or designee.

**Exceptions may be based upon consideration of the operational needs of the institution.**

**INMATE WORKER MEDICAL CLEARANCE** Inmates must be medically screened and approved by Medical staff prior to being hired and assigned to work. The screening will include a medical file review by the appropriate Medical Unit staff and possible examination.

**INMATE WORKER PAY AND CREDIT** Not all institutional job assignments are paid. Inmates assigned to paid work details are paid at a rate prescribed by law.

- A. Industrial Time (IT) will be earned by all sentenced inmates and may also be applied to unsentenced inmates once they are sentenced, if they receive credit for time served. Industrial Time credits will reduce the time served on any sentence received by an inmate worker.
- B. Special Program Time (SPT) is earned by all inmate workers who complete specialized training for their work assignment. Specialized training can include Food Service Education classes for kitchen workers, hazardous clean-up/spills training, or specialized training to work in the library. In these cases, Special Program Time will be earned by all sentenced inmates and may also be applied to unsentenced inmates once they are sentenced, if they receive credit for time served. Special Program Time credits will reduce the time served on any sentence received by an inmate worker.

**GOOD CONDUCT/INDUSTRIAL/SPECIAL PROJECT TIME CREDITS** Upon receiving any sentence to the Montgomery County Department of Correction and Rehabilitation, inmates will be awarded credit for good conduct time (GCT) at the rate of either five (5) or ten (10) days per calendar month depending on their charges, which will reduce their executed sentence. Credits are prorated for partial months. Any GCT credit for time served prior to the date of sentencing is calculated at the rate of five (5) days per month regardless of the charge.

**Inmates may forfeit all or part of their Good Conduct Time if found to be in violation of institutional rules or regulations.**

In addition to GCT, inmates may also earn up to five (5) days Industrial Time (IT) credit for every calendar month that inmates satisfactorily participate in any specified work, school, or program, e.g., Pod Rep work assignment, GED, Choices for Change (CFC), etc. Therefore, with GCT and IT combined, inmates may earn as much as ten (10) to fifteen (15) days credit towards a reduction of their sentence for every calendar month inmates maintain satisfactory performance. Credits are prorated for partial months. Inmates may not earn more than five (5) days of IT credit per month even if they are participating in two activities that earn IT credit, e.g., CFC and GED.

In addition to GCT and IT, inmates may also earn up to five (5) days Special Project Time (SPT) credit for every calendar month that inmates satisfactorily participate in selected activities that have been approved for special credit and/or require specific identified training, e.g., Kitchen or Biohazard work assignments and Jail Addiction Services (JAS). Therefore, with GCT, IT, and SPT combined, inmates may earn up to a maximum of fifteen (15) or twenty (20) days credit per month towards a reduction of their sentence (five (5) or ten (10) days of GCT (depending on charges), five (5) days of IT, and five (5) days of SPT). Credits are prorated for partial months.

Pre-trial inmates can participate in work/programs that earn IT and SPT credit. If the inmate is sentenced and given credit for time served, then the IT and SPT credits earned while in pre-trial status will be applied toward their sentence.

Inmates sentenced to Montgomery County DOCR may request a diminution report by submitting a DCA 6 Request Form to their Case Manager.



In the event an inmate receives a sentence to the State Division of Corrections (DOC), their record of GCT, IT, and SPT earned while in our custody will be forwarded to DOC. DOC determines how to apply the local credits and will provide the inmate with a projected release date once transferred to DOC custody.

**INMATE ADVISORY COUNCIL AND INMATE POD REPS** Through the Inmate Advisory Council, inmates have a way to suggest changes at MCCF and MCDC. Each housing pod, with the exception of the Disciplinary and Special Management Pods, will have an inmate representative on the Council. These inmates are pod representatives, and they are appointed by the Case Manager.

The Council elects a President, Vice President, Sergeant-at-Arms, and a Secretary. The Council meets on a regular basis and presents recommendations and proposals to the Administration. The Inmate Advisory Council also votes on the expenditures of commissary profits.

If the Council feels that the conduct of a representative is disruptive or otherwise detracts from the intent of the Council, it can remove the representative. Two-thirds of the representatives must vote in favor of the removal. The Warden also has the right to remove a representative from the Council.

An assigned staff member serves as staff liaison to the Inmate Advisory Council and will discuss Council recommendations with the Warden or designee.

- A. Inmates will not be recognized as a “Pod Representative” unless Inmates are appointed by their Case Manager, and their Case Manager has placed their name on the Inmate Advisory Council records.
- B. Inmate Advisory Council representatives are eligible to earn Industrial Time because part of their role is to maintain the cleanliness of the day areas in their pods. Failure to perform their duties in a competent manner will result in their removal from the Council and/or the loss of credit of Industrial Time during the period in question.

## **FOOD SERVICES**

**MEALS** Three (3) meals are served daily. **Each Inmate will be served one tray per meal. Extra helpings, beverages or trays are not permitted.** Upon completion of a meal, any remaining food or paper is to be emptied into the trash can or appropriate recycling bin. Trays, cups, and utensils should not be discarded after each meal and must be returned to the officer after each meal. If there is a legitimate problem with a meal, it should be brought to the attention of a staff member immediately. If inmates do not wish to eat part or all of the meal, dispose of that food as noted above. Do not save food or beverages from your meals. Upon discovery, all uneaten food items will be confiscated by the Correctional Officer and disposed of. Do not submit request slips for special food orders. Individual food preferences cannot be honored, and substitutions cannot be made on trays. Do not submit blue request slips for medical diets or food allergies to Food Service. If an Inmate requires a medical diet or has a food allergy the Inmate needs to submit a sick call slip. Medical diets can only be authorized by the physician. If Inmates are on a medically ordered diet and do not wish to continue the diet, inmates must see Medical and sign a waiver to come off the diet. Do not request Food Service to remove inmates from this type of diet. Once it is ordered by the physician, either the physician must discontinue it, or inmate must sign a medical release. Religious diet requests should be submitted on a DCA 6 addressed to the Chaplain. A vegetarian diet is available and is the only option offered by request through the Food Service Department.

- A. **Medical Diets:** A member of the Medical Unit will prescribe medical diets as necessary. The kitchen will then see that the inmate receives his/her diet tray as ordered by medical within twenty-four (24) hours of receipt of the order.
- B. **Religious Diets:** In keeping with dietary laws of recognized religions, religious diets may be arranged for appropriately and within reason. Inmates requesting a religious diet must submit a DCA 6 Inmate Request Form to the Chaplain for verification and approval. The request slip must indicate the religion followed and the type of diet requested. MCDC/MCCF will not serve pork items on the menu that may conflict with the Adventist, Islamic and Jewish faiths.
- C. **Vegetarian Diet:** A vegetarian diet is available upon request for those inmates who follow a vegetarian diet. Two levels of vegetarian diets are offered. The inmate may choose a strict vegetarian diet (vegan), in which all protein is provided from plant sources. This diet does not include any animal products or products made with animal products. The second option the inmate may choose is a lacto-ovo vegetarian diet, which allows milk, dairy products, and eggs, but no other animal products. To receive a vegetarian diet, submit a request slip (DCA-6) to the Food Service Manager, specifying which type of vegetarian diet Inmates are requesting. If you do not specify what type of vegetarian diet Inmates are requesting, Inmates will be put on a lacto-ovo vegetarian diet.

All inmates are required to show their inmate ID band to the Correctional Officer to receive a tray. This ensures that all inmates receive their meal. Each inmate must pick up his/her own tray. Inmates cannot have someone else pick it up for you. Trays should be relinquished as soon as inmates are finished eating. Do not save food, trays, spoons, or cups as it is unsanitary, and they must be accounted for in a prompt manner.

**FREQUENCY OF MEALS** Mealtimes are scheduled by housing location. Approximate times for meals in a housing area are posted on the housing bulletin board. Under no circumstances will the breakfast meal be served more than fourteen (14) hours after the preceding day's dinner meal.

**USDA NON-DISCRIMINATION STATEMENT** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## **MENTAL HEALTH SERVICES**

**MENTAL HEALTH SERVICES** Mental Health Services are available at Montgomery County Detention Center (MCDC) and at Montgomery County Correctional Facility (MCCF).

**Mental Health Services at MCDC** Mental Health Services at MCDC are available through the Clinical Assessment and Transition Services team (CATS). When first incarcerated Inmates will be asked background questions by Custody & Security staff as well as Medical staff, including their mental health history. If they indicate that they do have a mental health history or currently have mental health concerns inmates will be automatically referred to a CATS therapist for further assessment and support. Inmates may also simply ask any staff member to submit a referral for them to a CATS therapist at any time. If Inmates are having thoughts of self-harm, please let any staff member know immediately. CATS therapists can help. Inmates are important!

**Mental Health Services at MCCF** Mental Health Services at MCCF include but are not limited to the following: mental health assessments, crisis intervention, psychiatric/mental status evaluations, psychotropic medication if deemed appropriate by the Psychiatrist, and special housing, if needed. There are nurses who can clarify any questions regarding psychotropic medications. Please ask a staff member to make a mental health referral for inmates if you: 1) have a history of mental illness or treatment, 2) are or have been referred to a psychiatrist, psychologist, or counselor in the community, 3) are currently experiencing emotional distress that impairs your ability to function adequately or, 4) take or have recently taken psychiatric medicines. **If Inmates are having suicidal thoughts or are experiencing a major mental health crisis, they should notify their Case Manager or any staff member immediately.** They will be able to assist the inmate or refer them to the mental health staff.

**MENTAL HEALTH SERVICES STAFF** At MCDC there is a team of therapists (CATS) whose primary function is to screen individuals with mental health histories to attempt to divert them to the community instead of remaining in jail. At MCCF, there are therapists and a contract Psychiatrist or Psychiatric Nurse Practitioner who prescribes medication. There are additional Therapists from the Department of Health and Human Services (HHS) who provide re-entry services (Community Re-entry and PATH program).

A Therapist is a licensed mental health professional who has training in psychology (study of mind, mental processes, and behavior). Therapists perform assessments and assist people in crisis, particularly when their emotions negatively impact their functioning in most areas of their life. Therapists DO NOT prescribe medications. At MCCF their offices are in the Crisis Intervention Unit (CIU).

A Psychiatrist is a medical doctor who has training in medicine and specializes in mental health disorders (Psychiatry). A Psychiatric Nurse Practitioner is a nurse who is licensed and nationally board certified to provide psychiatric care for persons with mental illness. Only the Psychiatrist or Psychiatric Nurse Practitioner can prescribe psychiatric medications. At MCCF, the Psychiatrist/Psychiatric Nurse Practitioner performs assessments for medication and provides medication follow-up reviews as scheduled. Therefore, it is important

that individuals wait for their scheduled appointments to discuss medication issues. If medication questions cannot wait, then these questions must be referred to the medical staff. The Psychiatrist's office is in the medical unit.

**MENTAL HEALTH SERVICES REFERRALS** It is very normal to feel upset, sad, or frustrated when incarcerated. This is the reason inmates are encouraged to engage in programs or activities. If inmates feel they need to talk to someone because of problems they experience, they should contact the officer working their housing unit or their Case Manager. The officer and/or Case Manager will attempt to problem-solve with the inmate. If further assistance or support is needed, the staff member will submit a Mental Health referral for an evaluation. When this Mental Health Referral is received, the Therapists will arrange to see the inmate as soon as possible.

**MEDICATION AND PSYCHIATRIC REFERRALS** In an effort to maximize the Psychiatry provider's time, inmates cannot refer themselves to the Psychiatry provider. Referrals to Psychiatry are made solely by the Therapists and the course of action will depend on the problem the Inmate is having. Most of the time people who request to see Psychiatry wish to (a) be placed on medication or (b) have their medication changed or adjusted.

- A. **To request medication:** Psychiatric medications are only prescribed based on clinical indication. If an inmate is not on medication and feels increasingly unable to cope or feels that their emotions or thoughts interfere with their functioning in many areas of their life, they need to see their Case Manager who will determine if their problems require more than problem-solving at their level. If so, the Case Manager will submit a Mental Health Referral on the inmate's behalf and a therapist will schedule the inmate for an assessment and determine whether an evaluation by the Psychiatrist is needed at the time.
- B. **To request medication review or change:** Only the Psychiatry provider has the authority to change an inmate's psychiatric medications. As the prescribing authority, the Psychiatry provider decides which medications are appropriate. This is based on several issues including medications an inmate is already taking, the habit-forming nature of certain medications, etc. If an inmate is having a problem related to their medication, they need to bring it to the attention of the Nurses (not the Case Managers and not the Therapists). The inmate must fill out a Sick Call Request specifically addressed to the Nurses and clearly indicate the problem the inmate is having with medications.
  - 1. When an inmate is first prescribed medications, it will take 4-6 weeks before the inmate can derive the maximum benefits from it. Give it some time.
  - 2. If the Psychiatry provider of the facility prescribed the medications for the inmate, then the inmate is automatically scheduled to be seen for follow-up. The inmate does not need to be seen before their next appointment unless the inmate is experiencing negative side effects, which should be immediately reported to the Nurse as noted above.
  - 3. When seen by the Psychiatry provider, it is the inmate's responsibility to pay attention to and become informed about their treatment and recommendations. For example: the inmate should (1)

ask about possible side effects that the inmate can expect, (2) ask about any needed follow-up appointment, (3) provide accurate information about their symptoms and their experience with medications.

4. The facility has a Formulary that includes a list of psychiatric medicines from which the Psychiatry provider selects the most appropriate medications for an inmate's treatment. Please understand that the medications that an inmate was taking in the community or in the past, may not be the same medications that the inmate will be prescribed at this facility. If the medication that an inmate was taking in the community is not available in the facility's formulary, the Psychiatry provider will substitute it with a different medication to treat the same condition. Exceptions to this standard practice are at the clinical discretion of the Psychiatry provider and on occasion community providers are contacted for various reasons as deemed appropriate. While feedback regarding past and current treatment is extremely important, please remember that the facility's Psychiatry provider has the ultimate responsibility for inmate treatment and medication choice during incarceration.
5. As a general rule, sleep medications are not prescribed due to their inherent addictive qualities. It is very common for people, especially when newly arrested, to have difficulty with sleep and coping with the new and restrictive surroundings. Feeling the stress of incarceration is a normal reaction due to a variety of reasons including but not limited to, adjustment to the jail environment, separation from family members, legal and/or financial concerns, etc. Most of the anxiety subsides as the person begins to sort out and prioritize issues of concern with the support of staff, family members, and/or public defenders or attorneys. If an inmate has concerns related to their incarceration, those concerns may all be addressed to their Case Manager or officer in the Unit. If an inmate feels that their emotions are out of control, or if they feel helpless or hopeless and unable to cope, or that their ability to function has diminished due to stress, depression, or anxiety, they should address these concerns to their Case Manager or housing unit officer who will refer them to the appropriate staff, including mental health therapists if needed.

# it's okay



## to reach out for help

**If you are having thoughts of self-harm or are concerned about another inmate's well-being, please notify any staff member immediately.**

## **MEDICAL AND HEALTH SERVICES**

Health Services at MCDOCR are designed to accomplish two purposes:

- A. To safeguard the health of the individual inmate and the entire inmate population.
- B. To ensure that physical and mental health needs are addressed as part of the treatment plan for each inmate.

**MISSION AND SCOPE** The mission of the Medical Units at MCDC/MCCF are to promote individual responsibility in managing one's own health care. Monitor chronic illnesses to include, but not limited to: diabetes, hypertension, and HIV.

- A. Treatment of acute medical problems such as drug and alcohol withdrawal, sexually transmitted diseases, orthopedic injuries, and other acute medical or surgical problems.
- B. Respond to life-threatening emergencies and refer to community providers as needed.

**MEDICAL COVERAGE** The medical units at both MCDC and MCCF are generally staffed twenty-four (24) hours a day, seven (7) days a week unless impacted by modified operations.

**EMERGENCIES** Medical emergencies will be evaluated and treated at any time. If a medical emergency is of such a serious nature as to endanger life or limb, Inmates will be evacuated to a hospital without delay.

**HOSPITALIZATION** When specialized consultation or hospitalization is indicated, arrangements will be made for these services. Elective surgery will not be the responsibility of the Department

**MEDICAL EXAMINATION** Each new inmate booked into MCDC will be seen by the Medical staff within twenty-four hours. This is a brief interview in order to assess potential risks/needs. Each inmate will receive a physical examination and a Tuberculin Skin Test within fourteen (14) days. If an inmate refuses the skin test or any part of the physical exam, he/she will not be cleared for general population and may be placed on Special Management status. This inmate will be subject to the provisions of the Special Management Policy and Procedure. Continued refusal on the part of the inmate to cooperate may result in disciplinary action being taken.

**OUTSIDE MEDICAL APPOINTMENTS** Inmates may be referred to an outside community health care provider for treatment services and an Outside Medical Appointment Consent Form will be presented to inmates consent prior to scheduling outside medical appointments. Inmates may refuse medical appointments; however, inmates also need to understand that failure on their part to attend this appointment could lead to worsening of the inmate's medical and/or mental health condition and the inmate holds responsibility for the consequences of their decision. If an inmate consents to outside medical treatment and outside transport on the form and later choose to refuse/revoke their consent, the inmate needs to indicate their refusal in a timely manner with advance written notice provided to Medical staff. If advance written notice of the inmate's refusal to attend an outside medical appointment is not



received in a timely manner, or if the inmate refuses to participate on the day of the appointment, the inmate may be subject to disciplinary violation and sanctions for the missed appointment after having consented.

**VISITING AT OUTSIDE MEDICAL FACILITIES** If, for whatever reason, Inmates are admitted to a hospital; visiting privileges are subject to the approval of the Montgomery County Sheriff's Department. While in a hospital Inmates are considered to be in the custody of the Sheriff. Anyone wishing to visit an inmate at a hospital must contact the Sheriff's Office to do so. MCDC/MCCF will not approve a visit, nor will they disclose to visitors which hospital an inmate has been sent to. That is the prerogative of the Sheriff's Department.

**GENERAL SICK CALL** Sick call is conducted daily. To obtain medical services, an Inmate Medical and Dental Health Request Slip must be completed and placed in the designated box in each pod or given to a medical staff member. Nurses pick up and triage request forms daily. There will be a \$4.00 fee charged for medical services under certain conditions.

**PHYSICIAN SICK-CALL** This sick call is conducted five (5) days per week. The nursing staff will assess each inmate's health condition and schedule physician evaluation when necessary. Instructions for receiving medical services will be posted in each pod.

**INMATE MEDICAL AND DENTAL FEE** A medical service fee of \$4.00 shall be assessed to each inmate for each non-emergency self-referred visit to the medical unit or dentist. This policy implements a program authorized by Correctional Services Article, section 11-203 of the Annotated Code of Maryland and section 13.19.02.01 of the Code of Montgomery County Regulations. This procedure is intended to promote responsibility and accountability regarding inmate use of medical and dental services, and to allow resources to be allocated more efficiently.

**Inmates will be granted one free sick call visit per month for a Medical, Dental, or Optometrist visit. For any additional sick call visit by an inmate in a calendar month, the inmate will be charged \$4.00 per visit. No inmate shall be denied access to medical or dental services based on inability to pay.**

- A. A fee shall not be deducted from the inmate's financial account if the inmate's visit to an institutional medical unit, physician, or dentist meets one of the following criteria:
1. Visits required as part of the routine intake process.
  2. Visits required for an initial physical examination, routine health assessments or screenings initiated by staff, and assessments or screenings to determine eligibility for work and program assignments.
  3. Visits due to a referral by a nurse, physician assistant or nurse practitioner.
  4. Continuing care visits that are considered necessary follow-up treatments after an initial sick call visit concerning a specific condition. Visits initiated by a Medical or other staff member of MCDOCR or Pre- Release Reentry Services.
  5. Visits that directly result in the admission of an inmate to a bed in the Medical Section or place the inmate on medical segregation status.
  6. Visits required for emergency treatment as defined by this policy.
  7. Visits related to chronic care, as designated under chronic care protocols.
  8. Visits involving secondary care services, including hospital care and diagnostic testing.
  9. Other situations are evaluated on a case-by-case basis and are determined by Medical staff.

- B. Procedures for fee assessment: An inmate must complete and sign an Inmate Medical and Dental Health Request Slip for normal and routine access to medical/dental services at MCDC/MCCF. This form contains notice to the inmate that he/she may be subject to a service fee, and the conditions under which such a fee is applicable. If an inmate refuses to sign the request slip, the refusal shall be documented by the appropriate staff member.
1. Each request slip shall be reviewed by the appropriate medical or dental staff to determine the applicability of the fee. If the visit is determined to qualify for the service fee, the staff person shall sign the request slip where appropriate. The inmate shall also sign the request slip to acknowledge the service fee is being assessed. The medical/dental staff shall prepare copies of those requests which are applicable for fee assessment, and under cover of memorandum, forward the same to the commissary staff for processing.
  2. The commissary staff shall process the service fee in the same fashion as a commissary order and shall deduct the fee from the inmate's financial account. The medical/dental service fee shall be processed before any commissary orders are filled. If funds are insufficient, the commissary staff shall take whatever is available, up to \$4.00. No debt will accrue if an inmate's account has a balance of less than \$4.00.
  3. Notice of the fee deduction shall appear on the inmate's commissary receipt.
- C. Appeal Process: An inmate may appeal the fee assessment through the Inmate Grievance Procedure to the appropriate staff member. An appeal must be initiated within five (5) days of receipt of notice of the fee deduction.

**MEDICATION** Medications that could be abused by patients will be administered by a nurse, as authorized by the staff physician. Inmates will take prescribed medicine at the time it is administered, open mouth and lift tongue to show the nurse that inmates have swallowed the medication, and the cup will be returned immediately to the nurse. Refusal to follow this procedure will result in disciplinary action. Most non-controlled medications will be given in a thirty (30) pill blister pack with instructions.

**METHADONE DETOXIFICATION PROGRAM** Pursuant to Correctional Services Article, sec 9-603, an inmate may participate in the Methadone Detoxification Program if

- A. A physician determines that the inmate is a person with an opioid use disorder.
- B. The treatment is prescribed by a physician; and
- C. The inmate consents in writing to the treatment.

**MEDICATION ASSISTED TREATMENT** MCCF offers a medication-assisted treatment (MAT) program. MAT is the use of medications with counseling and behavioral therapies to treat substance use disorders and prevent opioid overdose. MAT is primarily used for the treatment of addiction to opioids such as heroin and prescription pain relievers that contain opiates. The MAT program addresses chronic opioid use disorder in inmates and provides supportive substance abuse counseling and medication management upon release.

**EYEGLASSES** If an inmate wears eyeglass and does not have them upon admission, they need to be seen by the Medical staff. Once approval is obtained from the Medical staff, a Property Request Form (DCA-14B) should be completed by the inmate. This will allow a family member to bring the eyeglasses to the MCCF/MCDC. The eyeglasses will be subject to approval by Custody and Security staff. If the inmate does not have eyeglasses, and a need for them is identified by the Medical staff, the inmate will be referred to an optometrist or physician, as appropriate. There are certain criteria which must be met in order to obtain eyeglasses at County expense, the inmate should check with the Medical staff to determine if they are eligible. At no time will glasses be authorized for cosmetic purposes. Once an inmate has been provided with eyeglasses, he/she will be held responsible for their safekeeping.

#### **GENERAL MEDICAL INFORMATION**

- A. Medical staff do not administer preparations or medicines for the treatment of acne.
- B. Medical diets are ordered by the physician or other prescribers only. No extra or double portions will be ordered by the medical staff. Vegetarian diets are available by request through the Food Service Manager. Religious diets must be requested through the Chaplain. All other diets must be ordered by the physician or other prescriber.
- C. Some medications brought into MCCF will not be retained.
- D. Medical staff does not administer medicines such as Tylenol or ibuprofen unless medically indicated.
- E. Medical staff will provide copies of an inmate's medical record upon request by that inmate. Inmates will be charged \$0.10 cents per page.

During incarceration an inmate may experience any of the following:

- A. Upper respiratory infection (common cold) especially during the winter months.
- B. Dry skin can be a chronic problem at MCDC/MCCF.
- C. Constipation due to a change in activity, dietary, and exercise routine. Increasing fluid intake, eating fresh fruits and vegetables when available, and getting exercise by walking during your recreation period will help alleviate this problem.
- D. Insomnia is frequently experienced upon incarceration. This condition is not treated by Medical staff, and usually subsides after the initial adjustment to incarceration is made.

**Many-over-the counter medications are available for purchase through the commissary which may help alleviate some of the above conditions.**

**DENTAL SERVICES:** Services are offered on a limited basis. Dental services are primarily limited to cavities, extractions, and abscesses. To obtain dental services, an Inmate Medical and Dental Health Request Slip must be completed and placed in the designated box in the pod. There will be a \$4.00 dental fee charged unless it is an emergency or follow-up care.

## DENTAL ORAL HYGIENE AND MAINTENANCE

### A. Normal Maintenance

#### 1. Brush immediately after meals

- i. Use a soft brush with gentle circular strokes at the gum line (10 times per tooth).
- ii. Hold the brush like a pencil (between fingers), not like a hammer (in the palm).
- iii. Do not wait to clean the mouth after eating; most of the damage is done within 20 minutes after eating due to the production of acids from the food debris that is left in the mouth, especially sweets.

#### 2. Rinse regularly with salt-water rinse

- i. You may save the salt packets from your meal trays and rinse as often as you wish (excessive amounts of salt will be confiscated).
- ii. The salt-water rinse will control the bacteria that grow in the mouth and reduce mouth odors.

### B. Typical dental problems and treatment

#### 1. Broken Teeth

- i. Healthy teeth generally do not break unless severe trauma (force) is applied.
- ii. Infected (decayed) teeth often break due to their weakened state.
- iii. A broken tooth usually is painful because of the infection that has weakened it and allowed it to break.
- iv. To reduce pain, keep the tooth very clean and rinse with warm salt water if available.
- v. A mild analgesic (pain medication) such as aspirin, Tylenol, or Motrin will usually control the discomfort (the nurse can provide this medication).

#### 2. Bleeding Gums

- i. Bleeding gums are a sign of infection (gingivitis) and are not serious or painful in general.
- ii. Cleaning the mouth thoroughly using the techniques above will control the bleeding.
- iii. Rinsing with salt water will reduce the infection and bleeding.

#### 3. Abscessed Teeth

- i. Many abscessed teeth are not painful and do not cause swelling or other problems, however, they are infected and may require treatment by the dentist.
- ii. Often there is a draining tract or “bump” on the gum that allows the pressure and pus from inside to be released.
- iii. While the abscess drains there is usually little pain and swelling, and it may have been in this state for a long period.
- iv. When the tract or duct becomes “clogged” or closed, the pressure inside builds and there is usually some pain.
- v. Sometimes swelling also occurs as the pressure continues to build.
- vi. There are generally two treatments for an abscessed tooth: root canal therapy or extraction.
- vii. The correctional facility primarily will extract (pull) infected and abscessed teeth.
- viii. Root canal therapy is performed only in selected cases when indicated.

**COMMUNICABLE DISEASES** The spread of infectious diseases by individuals while in the Montgomery County Department of Correction and Rehabilitation is a major concern for all persons involved. While at MCDC/MCCF inmates should follow these precautions:

- A. Wash hands prior to eating
- B. Wash hands often, for at least 20 seconds each time, with warm water and soap
- C. Cover mouth/nose before coughing or sneezing
- D. Practice social distancing and wear a mask as provided
- E. Do not share linens such as towels and washcloths
- F. Do not share any eating or drinking utensils
- G. Do not share or use anyone else's personal hygiene items (soap, toothbrush, razor, combs, and hairbrush)
- H. Do not put any object (i.e., pen, pencil, etc.) in your mouth
- I. Practice good personal hygiene
- J. Keep your living area clean
- K. Do not have any sexual contact with other inmates
- L. Do not use tattoo needles
- M. Cover all abrasions and scratches with a bandage

**COVID: WHAT INMATES NEED TO KNOW** The best way to prevent COVID is to get vaccinated with an FDA-approved or FDA-authorized COVID vaccine and stay up to date on COVID vaccines. Submit a Sick Call slip to request a vaccine from Medical staff, no charges will apply as there is no cost to receive the vaccine. **Receiving the vaccination is voluntary. If an inmate is interested in receiving the COVID vaccine, they should submit a sick call slip to medical**

The most common COVID symptoms include:

- |  |                               |
|--|-------------------------------|
| A. Fever or chills                             | G. New loss of taste or smell |
| B. Cough                                       | H. Sore throat                |
| C. Shortness of breath or difficulty breathing | I. Congestion or runny nose   |
| D. Fatigue                                     | J. Nausea or vomiting         |
| E. Muscle or body aches                        | K. Diarrhea                   |
| F. Headache                                    |                               |

**This list does not include all possible symptoms. If an inmate is experiencing any of these symptoms, please submit a sick call slip. If an inmate is experiencing any serious symptoms, they should let staff know immediately.**

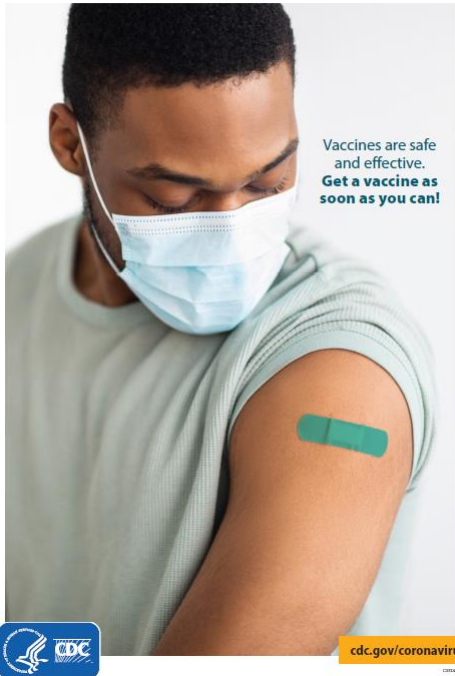
In addition to vaccines, the CDC recommends everyday preventive actions to help prevent the spread of COVID. Preventive measures include:

- |   |   |
|---|---|
| A. physical or social distancing,             | E. frequently cleaning common surfaces,     |
| B. covering coughs and sneezes,               | F. using face masks to minimize the risk of |
| C. hand washing,                              | transmissions.                              |
| D. keeping unwashed hands away from the face. |   |

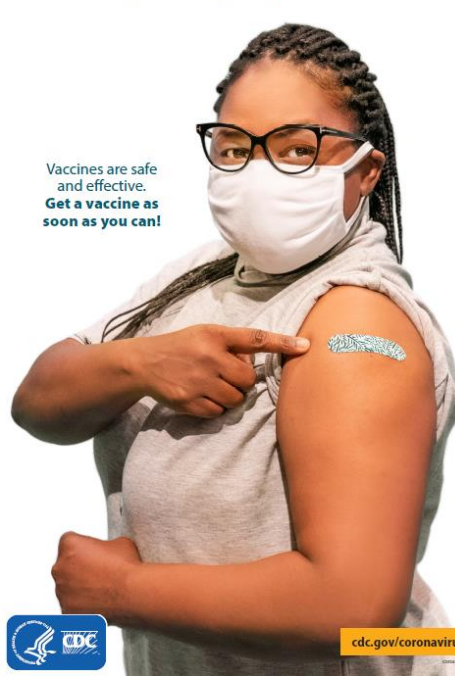
# FREE

## COVID VACCINES AVAILABLE!

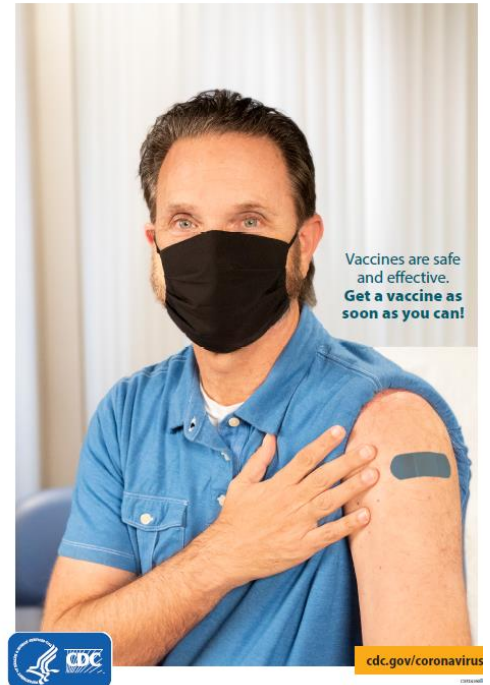
Working or living in a prison or jail puts you at a  
**higher risk of getting COVID-19.**



Working or living in a prison or jail puts you at a  
**higher risk of getting COVID-19.**



Working or living in a prison or jail puts you at a  
**higher risk of getting COVID-19.**



**IF YOU ARE INTERESTED  
IN GETTING A FREE COVID VACCINE,  
PLEASE SUBMIT A SICK CALL SLIP TO MEDICAL**

**GOVAX**  
MONTGOMERY COUNTY  
Let's End COVID.

**HIV: WHAT INMATES NEED TO KNOW** HIV (Human Immunodeficiency Virus) is the virus that causes AIDS. This virus causes damage to the body's immune system. Anyone can get HIV. The most important thing to know is how inmates can get the virus. Inmates can get HIV:

- A. By having unprotected sex – sex without a condom – with someone who has HIV. The virus can be in an infected person's blood, semen, or vaginal secretions and can enter the body through tiny cuts or sores in skin, or in the lining of the vagina, penis, rectum, or mouth.
- B. By sharing a needle and syringe to inject drugs or sharing drug equipment used to prepare drugs for injection with someone who has HIV.
- C. From a blood transfusion or blood clotting factor received before 1985. (Today it is unlikely one could get infected that way because all blood in the United States has been tested for HIV since 1985.)

THERE IS NO EVIDENCE AT THIS TIME THAT HIV CAN BE SPREAD BY:

- A. Being around someone with HIV on a daily basis.
- B. Touching utensils, dishes, or linens of an HIV person.
- C. Donating blood.
- D. Sneezing or coughing.
- E. Toilet seats, bathtubs, showers, or doorknobs.
- F. Hand shaking, or other non-sexual physical contact.
- G. Hugging, talking, or similar casual contact.

COMMON SENSE PRECAUTIONS:

- A. Do not share needles.
- B. Do not have sexual contact with anyone in the facility.
- C. Do not share razors, toothbrushes, or any item on which blood could be present.
- D. Do not tattoo your skin.
- E. Avoid fighting as HIV can be spread through the exchange of blood.

**HIV TESTING IS AVAILABLE If inmates are concerned about HIV,**

- A. **Submit a Medical Sick Call Request Slip if you are interested in getting tested**
- B. All testing is confidential, and an inmate may receive a test for the HIV antibody through the County Department of Health and Human Services.
- C. This test is the first step in screening for HIV.

**Please remember that HIV is spread through intimate sexual contact, infected blood, or shared needles.  
You must care for yourself through good health practices.**

# **PRISON RAPE ELIMINATION ACT (PREA)**

## **PRISON RAPE ELIMINATION ACT (PREA) INFORMATION**

- A. Inmates are not subject to physical and mental abuse, harassment, or corporal punishment from staff. DOCR has a zero-tolerance policy for sexual abuse. DOCR's priority is to keep inmates safe
- B. The Montgomery County Department of Correction and Rehabilitation recognizes and accepts the role and responsibility of actively participating in the initiative to break the cycle of sexual abuse/assault of the inmates incarcerated here. The objective of the Department staff will be to identify, educate and assist victims of sexual abuse/assault. The staff will also assist the individual by providing referrals for the provision of assessment and intervention services to any persons who have been abused, and by providing information regarding resources within the community upon their release.

***Educating ... Preventing ... Reporting ... Responding ...***

**Assault** is the threat of harm with the ability to carry it out.

**Abuse** is an act that places someone in fear of serious bodily harm, such as with battery or assault and battery.

**Sexual assault/abuse** is trauma that can cause a crisis in the victim's life. As a result, the victim may experience a wide range of feelings or reactions. Although each person reacts differently according to his/her own individual personality, it is normal to experience different feelings in response to having been sexually assaulted/abused.

**Sexual misconduct** is:

- A. Any sexual advance by another inmate or staff member
- B. Requests for sexual favors by another inmate or staff member
- C. Threats made by another inmate or staff member for refusing sexual advances
- D. Verbal or physical conduct of a sexual nature toward an inmate by another inmate or staff member
- E. Invasion of privacy beyond that reasonably necessary for safety and security
- F. Sexual harassment including demeaning and derogatory comments, jokes, or abusive, threatening or degrading sexual comments
- G. Acts/attempts to commit an act of sexual contact, intentional touching either directly or indirectly, with intent to abuse, humiliate harass degrade, arouse, or gratify the sexual desire of another
- H. Sexual assaults, sexual conduct, and sexual contact

**Battery** is an un-permitted touching, direct or indirect. It does not require any physical injury. Shoving, kicking, slapping, choking, or hitting someone with an object are examples of battery.

**False Imprisonment** is a form of assault. It means to keep someone in a place against his/her will.



## **TIPS FOR PREVENTING SEXUAL MISCONDUCT**

- A. Avoid high risk places where it is difficult for staff or other people to see
- B. Avoid being alone in vulnerable situations. Pay attention to your surroundings.
- C. Do not accept gifts or favors from others. Most gifts come with a string attached.
- D. Avoid borrowing or becoming indebted to someone. Repayment may be costly
- E. Beware of inmates or other persons that say they will protect you. Protection may be costly.
- F. Be aware of your body language. Predators look for people who appear weak and act vulnerable. Do not walk with your head down and eyes lowered
- G. Find a staff person with whom inmates feel comfortable discussing fears and concerns
- H. Do not give out personal information about your family, friends, or financial situation
- I. Avoid talking about sex and avoid unnecessary and/or casual nudity

## **PREVENTION/INTERVENTION**

- A. Special training for staff to recognize potential abuse
- B. During the intake process, each person is asked about their victimization risk
- C. Inmates who may be at risk will be housed in a pod with similarly classified inmates and care will be taken not to place the inmate into a pod with potential abusers

## **SELF-PROTECTION**

- A. No one has the right to pressure inmates to engage in sexual acts
- B. Inmates do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior
- C. The most important way of preventing further victimization is to report the abuse/assault as soon as possible
- D. By reporting the offender's behavior, the victim can protect themselves from continued unwanted touching or being assaulted
- E. All inmates are encouraged to voice any concerns if they feel they are placed in a pod which poses a high risk of them being abused/assaulted

**Strict confidentiality will be enforced, only limited to those on an as-needed basis.**

**Under no circumstance will any of the information gathered be used against the victim.**

**REPORTING SEXUAL ASSAULT, ABUSE OR MISCONDUCT** Reporting the abuse/assault is very important and the allegation will be thoroughly investigated.

- A. You should make a report if you or someone you know is a victim of sexual misconduct, sexual abuse or assault. Inmates may report as a victim or as a witness to a sexual assault.
- B. Report all instances of sexual misconduct as soon as possible. Report to any staff member, including medical, case management, or mental health staff.
- C. Reports may be made verbally or in writing, via the website or call the hotline. If you are unwilling or afraid to tell staff, ask a parent or someone you trust to report the incident to the DOCR administration/staff.
- D. Anyone who reports incidents may remain anonymous.
- E. All information will remain confidential
- F. All reports are taken seriously. All cases of sexual misconduct will be investigated immediately upon being reported

- G. It is important that you write down all that happens so that the events may be fresh when the investigator conducts the interview.
- H. Inmates will be sent for treatment and collection of forensic evidence if deemed appropriate by investigating authorities
- I. Inmates may be assigned to different housing in order to protect inmates from further harm and abuse
- J. DOCR staff will not retaliate against the alleged victim for the report.
- K. As a result of any investigation into sexual misconduct, sexual abuse or assault, criminal charges may be filed. Since criminal charges may be filed, the victim should be aware that he/she may have to face the abuser in court.
- L. If you file a false report, disciplinary action or criminal charges may occur.

### **REPORTING TO STAFF BY PHONE FROM INSIDE THE FACILITY**

Internal reporting inside DOCR facilities using the inmate phones, dial #77  
OR dial #88 for outside party reporting.

### **REPORTING BY PHONE TO CONTACTS OUTSIDE THE FACILITY**

Call 240-777-9855 OR 1-855-273-5609

**REPORTING VIA EMAIL** at [DOCRPREA@montgomerycountymd.gov](mailto:DOCRPREA@montgomerycountymd.gov)

**DO NOT USE THESE PREA REPORTING PHONE NUMBERS TO REPORT FACILITY OR PERSONAL CONCERNS THAT ARE NOT RELATED TO A PREA CONCERN.**

### **TREATMENT AND COUNSELING**

- A. The first thing is to seek medical attention to assess for injury, disease, and appropriate intervention.
- B. Crisis intervention counselors are available to provide emotional support counseling.
- C. All inmates, whether a victim of sexual misconduct or a witness to an act of sexual misconduct, will be referred to Mental Health for assessment and supportive intervention. Inmates may also request to speak to the Chaplain for counseling services. Please be aware that these services are available if and when needed.
- D. Additional assessment and intervention services may be provided based on the recommendations of the CIU staff and inmate request (including religious counseling)
- E. Same sex counselor will be provided upon request by the inmate



Montgomery County, Maryland  
Department of Correction and Rehabilitation



## Prison Rape Elimination Act Acta de Eliminación de Violación en Prisión

Montgomery County DOCR has a Zero Tolerance Policy for any sexual abuse and sexual harassment.

**If you or someone you know has been a victim of sexual abuse or sexual harassment in DOCR, please report it immediately!**

You can report to any DOCR staff member verbally or in writing. You may also remain anonymous if you choose.

If you are a Foreign National and want to file a report with your country's consulate, you may request to see a supervisor or your case manager.

Using an outside line you can file a report by calling: Internal to MCDOCR: 240-777-9855 or to an Outside Third Party: 1-855-273-5609  
Using the inmate phone system, you can dial: Internal: #77 or Outside: #88



El Condado de Montgomery DOCR tiene una política de cero tolerancia al abuso sexual y acoso sexual.

**¡Si usted o alguien que usted conoce ha sido víctima de abuso sexual o acoso sexual en el DOCR, por favor reporte este acto inmediatamente!**

Usted puede hacer un reporte escrito o verbal a cualquier empleado del DOCR. Usted también puede reportar anónimamente, si así lo prefiere.

Si usted es un extranjero y quiere hacer un reporte con el consulado de su país, usted puede pedir hablar con un supervisor o con su consejero.

Usando los teléfonos que se encuentran en sus unidades marque de la siguiente manera:  
Llamadas Internas: marque: #77  
240-777-9855  
Llamadas Externas: marque: #88  
1-855-273-5609



## **EDUCATING**

### **Sexual Misconduct, Sexual Abuse and Assault**

- Sexual behavior directed toward an offender in custody or under supervision of the Montgomery County Department of Correction and Rehabilitation.
- Acts/attempts to commit an act of sexual contact, intentional touching either directly or indirectly, with intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another.
- Subjecting another person to sexual contact by persuasion, enticement, threats or physical force.
- Physical or sexual contact with any offender without his/her consent or an offender incapable of giving consent.
- Unwelcome sexual advances, asking for sexual favors, disrobing or invasion of privacy beyond what is reasonably necessary for safety and security.
- Sexual harassment including demeaning or derogatory comments, jokes, and abusive, threatening or degrading sexual comments.
- Raping, molesting, prostituting, or otherwise sexually exploiting another person.

## **PREVENTING**

### **Tips for Keeping Yourself Safe**

- Avoid high risk places where it is difficult for staff or other people to see.
- Avoid being alone in vulnerable situations.
- Do not accept gifts or favors from others.
- Avoid borrowing or becoming indebted to someone.
- Beware of other inmates or other persons who say they will protect you.
- Be aware of your body language. Predators look for people who appear weak and act vulnerable.
- Pay attention to your surroundings.
- Do not give out personal information (about your friends, family, or financial situation) to those you do not trust.
- Avoid talking about sex and unnecessary and/or casual nudity.
- Find a staff person with whom you feel comfortable discussing fears or concerns.

## **RESPONDING**

### **Zero Tolerance**

- Offenders making allegations of sexual misconduct, sexual abuse or assault will be provided appropriate mental health counseling and medical services, inside or outside of the facility.
- If deemed necessary by investigating authorities, the victim will be requested to consent to the collection of forensic evidence which might include a standard "sexual assault kit."
- Victims and witnesses may have their location transferred to other units or jails to prevent further harm, abuse or retaliation.

## **FREQUENTLY ASKED QUESTIONS**

***Q How can I mail out packages and letters that exceed the current postage rate?***

A Inmates can order stamps from the canteen. You need to ask your Case Manager or the Shift Supervisor to weigh your letter or package and he/she will let you know the amount needed. Inmates will have to put the required postage on the package. Letters or packages will not be mailed without proper postage. This pertains to personal mail only. All packages must be inspected before they are sealed. If you mail a letter/package and it is returned for "insufficient postage," it will not be returned to you or to any housing unit. It will instead be forwarded to the Deputy Warden of Custody and Security for further disposition.

***Q How can I get documents for court/legal purposes photocopied and how much does it cost?***

A Ask your Case Manager for assistance. The cost is 10 cents per page. You may be directed to put in an Inmate Request (DCA-6) for law library where copies can be made.

***Q How can I get copies of my medical/mental health records?***

A Complete an Inmate Request (DCA-6) specifically requesting what records you would like copied and allow at least two weeks for copies.

***Q How do I get documents notarized?***

A Send an Inmate Request (DCA-6) to your Case Manager. Your Case Manager will notarize all documents at their earliest convenience. Please don't ask the Librarian to do this for you. Do not sign the document until the Case Manager instructs you to do so. The document needs to be signed in front of the notary.

***Q How can I get books or magazines mailed to me?***

A All magazines must come directly from a commercial publisher. They must also be accompanied by an invoice that matches the contents and must be packaged in such a way that it is certain that they came directly from this source. Custody and Security has the final approval of all packages received at MCDC/MCCF. Your family member can pay for the magazine and have it mailed directly to you from the publisher. If you wish to purchase a magazine, before ordering it you must pay for it in advance. You may receive books from a readily identifiable publisher, vendor, or distributor without obtaining pre-approval. However, the book will be reviewed by Custody and Security to ensure it is acceptable material. If a book or magazine is not approved by Custody and Security, it will be returned to sender. Inmates will then have a right to appeal that decision unless the book or magazine has been deemed contraband. Remember that there is a seven (7) book/magazine limit, therefore it will be your responsibility to make sure you do not order more than seven books/magazines. Any excess books/magazines are considered contraband. They will be confiscated and may be destroyed.

**Q How do I get a job?**

A You must submit an Inmate Request form (DCA-6) to your Case Manager, and he/she can refer you to the Work Board Coordinator.

**Q I lost my legal paperwork, how can I get another copy?**

A Contact your attorney.

**Q When will I see my Public Defender?**

A When you came in you were interviewed by the Public Defender. You must have a court date set for a Public Defender to be assigned to your case. A Public Defender is usually assigned about 30 days before your scheduled court date. Inmates will receive correspondence telling the name of your Public Defender. It is not unusual to have an upcoming court date and not have seen your Public Defender. Sometimes they will see you just prior to going before the Judge. Inmates can fill out an Inmate Request (DCA-6) and inquire to the Public Defender but keep in mind if your court date is not in the next 30 days a Public Defender may not be assigned to your case. An inmate can always write the Office of the Public Defender to address any specific concerns. Please be sure to include your case number on all letters to the Public Defender.

**Q The judge ordered verification/proof of an address to Pre-Trial before release. How do I get my address verified?**

A Staff from the Pre-Trial Assessment office must speak to the homeowner or leaseholder to the address where you will live until trial. That person should contact the Pre-Trial Assessment Office at 240-777-9830. A copy of their current/valid lease and ID may be required.

**Q How long does it take for me to move out of Pre-Placement?**

A It takes approximately 7-14 days. Inmates will be moved after they have had a physical, TB test or chest x-ray, and an interview with the Case Manager.

**Q Can I work and attend educational classes at the same time, to include ESOL classes?**

A This is evaluated on a case-by-case basis, and scheduling is an important factor when this is being considered.

**Q Can I get Industrial Time for more than one program at the same time?**

A No. If Inmates are participating in two activities that give Industrial Time, inmates cannot earn Industrial Time for both.

**Q Do I have a right to make a non-collect personal call from a correctional staff office?**

A No. Other than the calls provided upon initial incarceration, inmates do not have the right to a phone call from the Case Manager or other staff member. Case by case consideration is given periodically based on circumstances and needs.

**Q How can I find out my release date?**

A Submit an Inmate Request (DCA-6) to your Case Manager or ask the Correctional Officer working in your housing area.

**Q If I am released from court or on bond, when and where can I pick up my money, clothes, and medication?**

A If Inmates are released from Court, inmates can go to MCDC and pick up their money and some of their property the same day. The property they had at MCCF is not available for pick up until the next business day after 12:00 noon.

If Inmates are released Bond Posted, Inmates will receive their money and some of their property the same day. The property they had at MCCF is not available for pick up until the next business day after 12:00 noon.

If Inmates are released Time Served, Inmates will receive their money and some of their property upon release. The property they had at MCCF is not available for pick up until the next day after 12:00 noon.

If Inmates are released at court or bond posted and have medication, inmates can arrange to pick it up at MCDC similar to going to MCDC to pick up property the following business day.

Please note, all property, money, and medications must be picked up from MCDC.

**Q How do I get clothes brought in for court?**

A Ask the Pod officer for a Property Request/Release Form (DCA-14A). Turn it in to the Pod Officer. The clothes must be taken to MCDC by your family or attorney. You must release the clothes you already have in your property in order to receive any new clothes to your property to wear for Court. Wearing personal clothing to Court is only possible for Circuit Court Jury trials.

**Q If I am being released Time Served, do they send me to MCDC on my release date or the day before?**

A Inmates will be sent to Montgomery County Detention Center (MCDC) the morning of their release date.

**Q Can I receive a check from my employer to my inmate account?**

A No personal or payroll checks are accepted; only government issued checks are accepted.

**Q What is the Pre-Release Reentry Services and how can I apply?**

A The Pre-Release Reentry Services (PRRS) or Pre-Release Center is a structured community treatment work-release program for offenders. The Pre-Release screening unit tracks all inmates on a weekly basis who are incarcerated at both MCDC and MCCF. Interviews are conducted on Tuesdays at MCCF. For more information about the eligibility and selection process, please complete an Inmate Request (DCA-6) or write a letter to the Pre-Release Screener. No postage is necessary.

**Q How often do inmates receive clean jumpsuits and linens?**

A Linens, jumpsuits, and towels are exchanged weekly. Blankets are exchanged monthly.

**Q How do I receive a medical diet?**

A Medical diets are only provided if ordered by the physician. If you have a medical condition that necessitates dietary intervention you should submit a request slip to Medical.

**Q Can I get extra portions of meals, or substitutions for food items I don't eat?**

A Everyone receives one tray per meal, extra portions are not provided unless medically indicated and ordered by the physician. Substitutions cannot be made for food preferences.

**Q How can I receive a religious diet?**

A You must submit a DCA 6 with your request and religion to the Chaplain for approval.

**Q How do I receive a Vegetarian diet?**

A Submit a request slip to the Food Service Manager and indicate if you want a Vegan diet (no animal products) or a Lacto-Ovo Vegetarian diet (includes dairy products and milk). If no diet is specified, you will receive the Lacto-Ovo Vegetarian option.

**Q What should I do if I am allergic to a food item?**

A Avoid that item, do not consume it. Be sure to submit a sick call slip to be seen by Medical Staff to discuss your allergy.

**Q Does the Department actually criminally charge inmates and do the Courts really order additional incarceration time?**

A Absolutely. In many cases the courts have ordered consecutive incarceration time when the inmate has been found guilty of one of these charges. There have also been cases where the inmate has been transferred to the State Division of Correction for committing crimes while incarcerated in our facility.

- |  |                                   |
|--|-----------------------------------|
| • Inmate on inmate assaults/fights   | • Possession or making of weapons |
| • Inmate on staff assaults   | • Possession of contraband/drugs  |
| • Indecent exposure  | • Escape or any attempt           |
| • Gang activity (includes recruitment, fighting, threats, any communication, etc.) | • Destruction of County property  |
|  | • Harassment                      |



# How to Add Money to Inmate Account

## ***Access Secure Deposit***

### **Phone Deposit**

**1-866 345-1884**

(Credit Cards Only)

**Website Deposit [www.accesscorrections.com](http://www.accesscorrections.com)**

(Credit Cards Only)

### **Lobby Kiosk Deposit**

**Located at MCDC and MCCF**

(Cash and Credit)